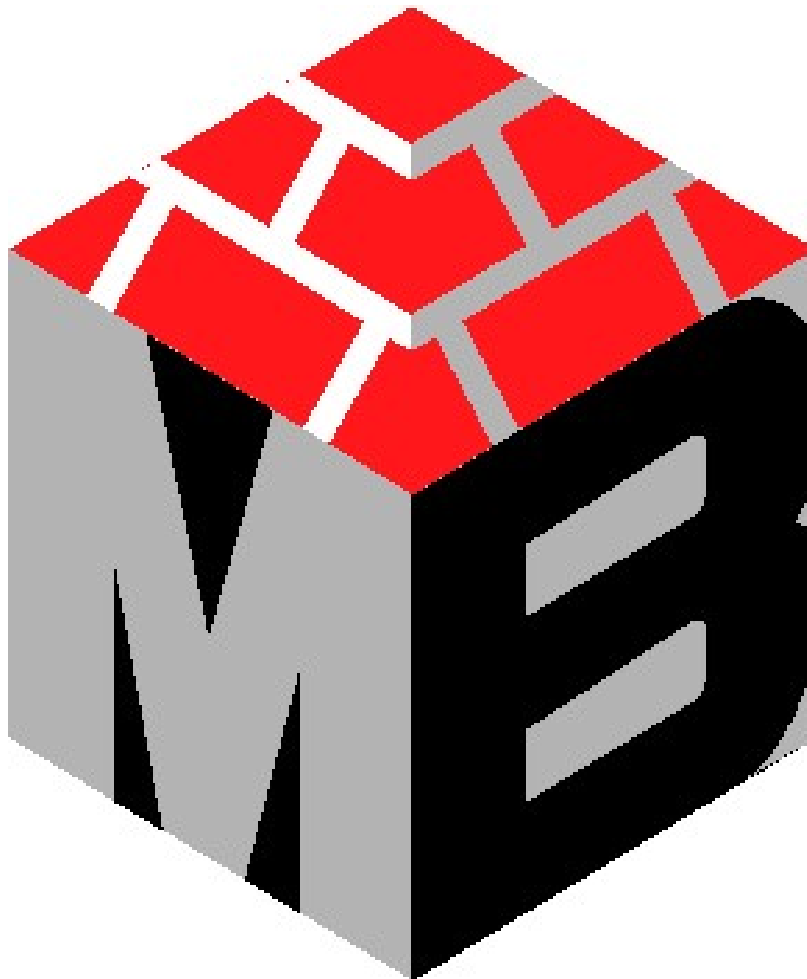


MARTIN-BROOKS (ROOFING SPECIALISTS LTD)

HEALTH AND SAFETY POLICY



Appraised:
Reviewed Apr 18
Revision due Apr 19

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INTRODUCTION

Section 2 of the Health and Safety at Work Act 1974 states:

“It shall be the duty of every employer to prepare and as often as may be appropriate, revise, a written statement of his general policy with respect to the health and safety at work of his employees and the arrangements for the time being in force for carrying out that policy and to bring the settlement and any revision of it to the notice of his employees”.

This document together with the Corporate Site Safety Manual is designed to fulfil those duties and it is arranged as follows:

1. A signed statement of the organisation's Health and Safety Policy is enclosed, the first page showing the company's commitment to health and safety.
2. The second part of this document identifies the “organisation” or persons within the company who are responsible for carrying out the statement and what is expected of them.
3. The third part refers to general health and safety, reporting of accidents, fire prevention and evacuation and first aid.

The company is fully committed to Health & Safety Management, but requires the co-operation of all its employees and contractors, to use their skills, knowledge and experience, to see the programme through and prevent undue risk to themselves, other workers and members of the public, who may be affected by work activities.

The safety policy will be issued to all employees who will be asked to sign an acknowledgement of its receipt and which asks them to confirm they have read and understood its contents. A copy of this acknowledgement is enclosed.

This document is supplemented by the Corporate Site Safety Manual which contains specific systems of work designed to ensure safe working practices. Employees are also asked to acknowledge receipt of this document and are expected to refer to it frequently when carrying out their working duties.



STATEMENT OF HEALTH AND SAFETY

STATEMENT OF SAFETY POLICY

The company shall establish and maintain, so far as is reasonably practicable, a safe and healthy working environment for the benefit of all its employees, sub-contractors and its clients and others who may be affected by the companies undertakings.

It is the company policy that all reasonable steps will be taken to ensure the health, safety and wellbeing of all persons whilst at work and to prevent damage to company property, the environment or members of the general public.

It is the duty of all employees to conform to company policy, and safety codes of practice, and to co-operate with the company in meeting all relevant statutory and legal obligations.

The management's responsibility cannot be discharged without the co-operation of all employees. Involvement by all in the prevention of accidents and risks to health is therefore, clearly the responsibility of all personnel.

The company regards it as essential to promote joint discussions on the subject of safety, thereby ensuring involvement at all levels throughout the company.

The company will make available the necessary resources and promote the implementation of this policy, and ensure it is not compromised for anything else.

Health and Safety at work can only be achieved by positive action and teamwork at every level in the business; everyone in the company has a vital role to play.

All work methods and systems of work will be periodically appraised to ensure that the safest possible methods and procedures are adopted and implemented. In addition, appraisal will take place informally during normal working practices, hazards being identified through incident reporting. Where circumstances change or new hazards arise then a fresh appraisal will be considered and if necessary carried out.

This Policy is a live document, which will be reviewed:

- When new legislation or European Directives are amended and/or are introduced
- The introduction of new technology and or working practices
- Change in Company activities or circumstances
- Annually

The Board of Directors of the company will give full backing to the policy and will support all those who endeavour to carry it out.

We confirm we have accepted this policy as our current Health & Safety Policy - 26 April 2017.

Signed



N. BROOKS, DIRECTOR

Dated:

26/04/17

Signed



J. B. ELMORE, DIRECTOR

Dated:

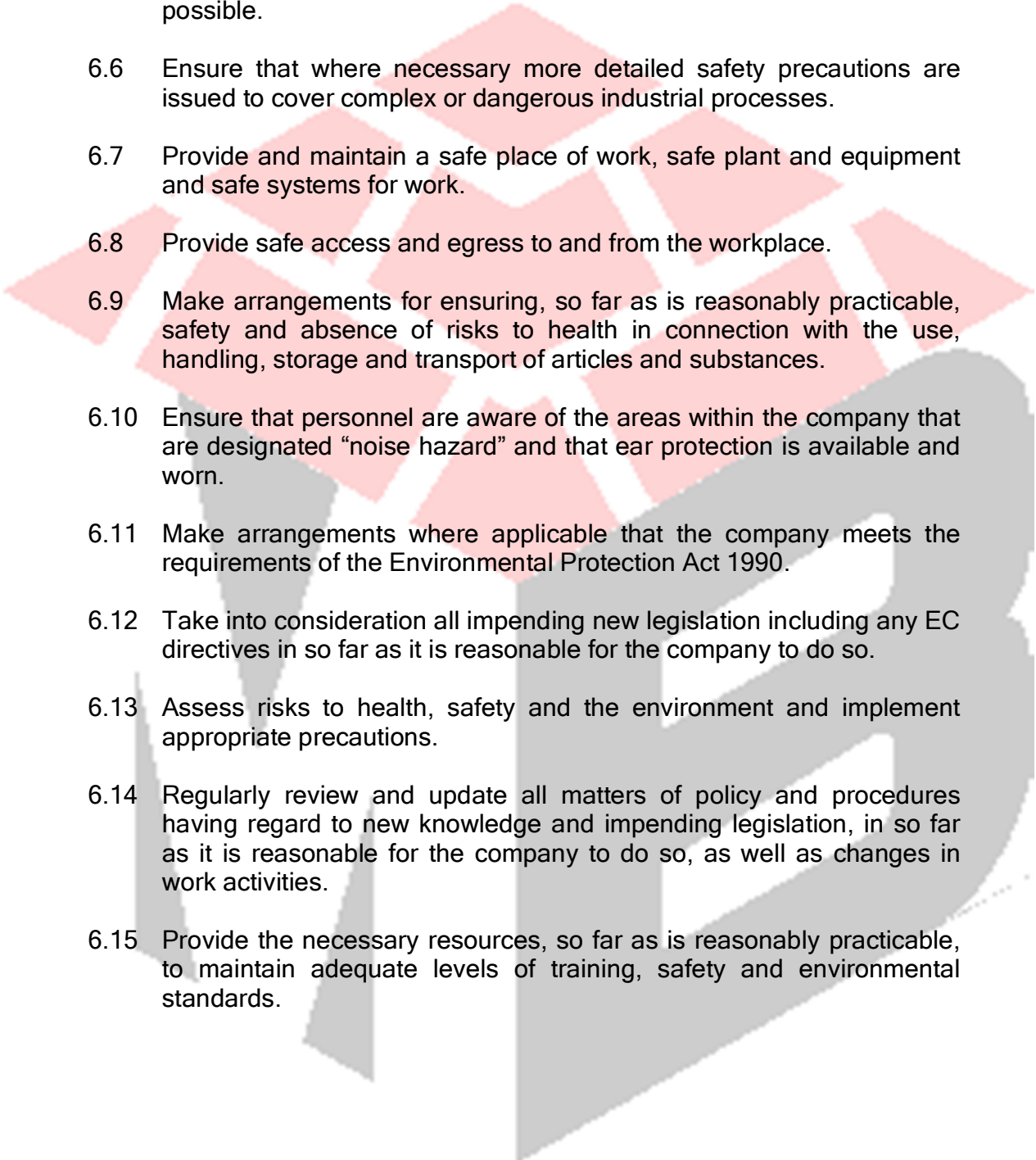
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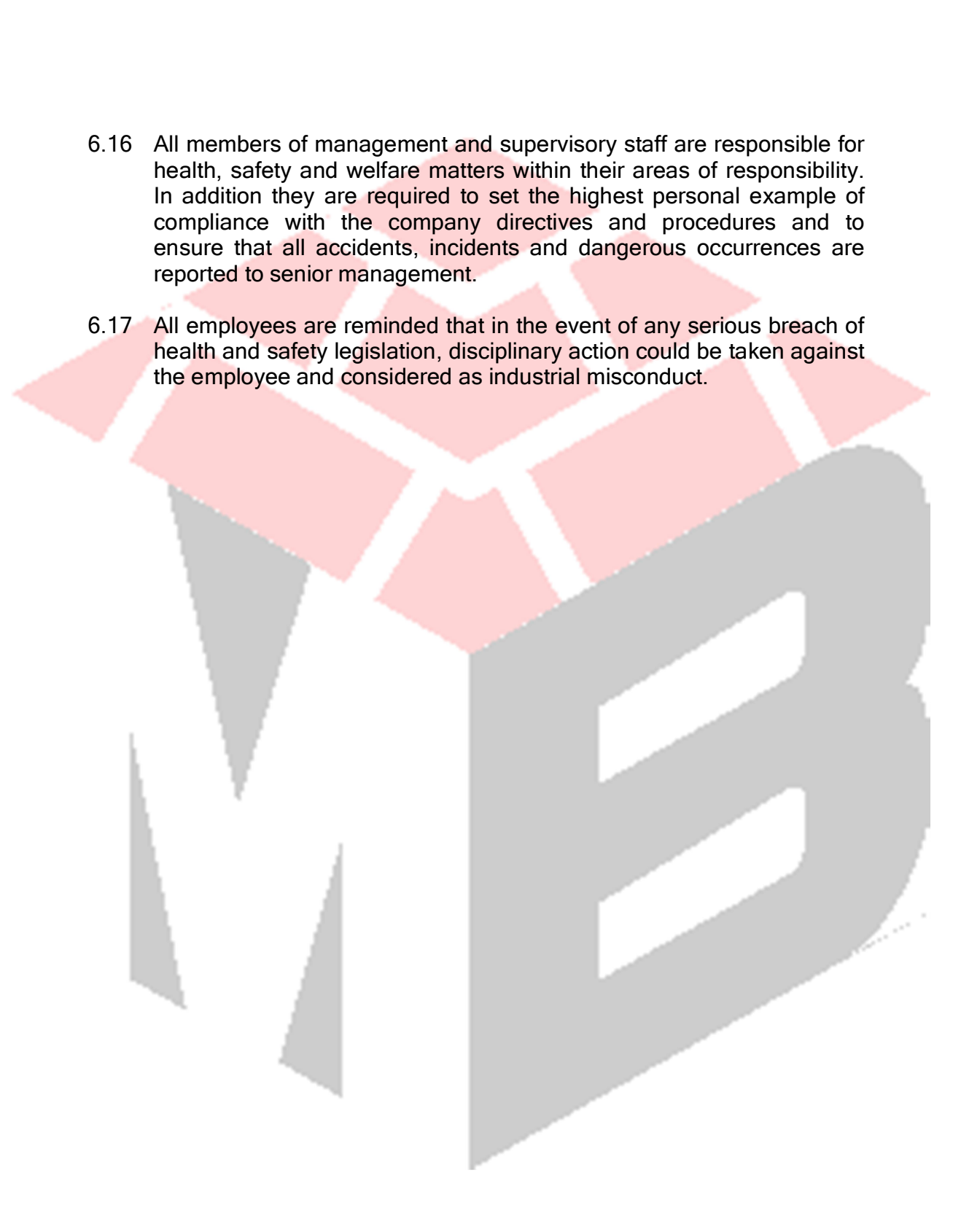


**ORGANISATION FOR CARRYING OUT
HEALTH AND SAFETY**

ORGANISATION

1. The Board of Directors of this company regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.
2. It is therefore this company's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the company and its procedures.
3. Accidents at work cause suffering to families and pain to individuals. They reduce efficiency and are very costly. In view of this, management considers it desirable to state clearly the company policy regarding accident prevention.
4. All employees with specific responsibilities for health and safety must ensure that they are adequately delegated for in their absence.
5. The Health and Safety at Work Act 1974 is to be complied with at all times, but this in itself is not enough. All employees should contribute towards making the work areas as safe as possible. All work methods should be appraised during the carrying out of duties to ensure that the safest methods are adopted. A periodic appraisal will be carried out by the company on a regular basis and in addition as and when the need arises.
6. This company has particular responsibilities and will make arrangements to:
 - 6.1 Provide and maintain safe and healthy working conditions, taking account of any statutory requirements.
 - 6.2 Continuously restate and maintain standards of safe behaviour.
 - 6.3 Provide training, information and instruction to enable employees to perform their work safely and efficiently.
 - 6.4 Make available all necessary safety devices and protective equipment and supervise their use.

- 
- 6.5 Maintain a constant and continuing interest in health and safety matters applicable to the company's activities, in particular, by consulting and involving employees or their representatives wherever possible.
 - 6.6 Ensure that where necessary more detailed safety precautions are issued to cover complex or dangerous industrial processes.
 - 6.7 Provide and maintain a safe place of work, safe plant and equipment and safe systems for work.
 - 6.8 Provide safe access and egress to and from the workplace.
 - 6.9 Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - 6.10 Ensure that personnel are aware of the areas within the company that are designated "noise hazard" and that ear protection is available and worn.
 - 6.11 Make arrangements where applicable that the company meets the requirements of the Environmental Protection Act 1990.
 - 6.12 Take into consideration all impending new legislation including any EC directives in so far as it is reasonable for the company to do so.
 - 6.13 Assess risks to health, safety and the environment and implement appropriate precautions.
 - 6.14 Regularly review and update all matters of policy and procedures having regard to new knowledge and impending legislation, in so far as it is reasonable for the company to do so, as well as changes in work activities.
 - 6.15 Provide the necessary resources, so far as is reasonably practicable, to maintain adequate levels of training, safety and environmental standards.

- 
- 6.16 All members of management and supervisory staff are responsible for health, safety and welfare matters within their areas of responsibility. In addition they are required to set the highest personal example of compliance with the company directives and procedures and to ensure that all accidents, incidents and dangerous occurrences are reported to senior management.
- 6.17 All employees are reminded that in the event of any serious breach of health and safety legislation, disciplinary action could be taken against the employee and considered as industrial misconduct.

COMPANY

To implement the company Safety Policy, the company will use its best endeavours to:

1. Ensure that all employees are trained and are competent to perform their duties without risk to the health and safety of themselves or other people.
2. Provide conditions of work that comply with, or improve upon, legal requirements.
3. Inform, train and educate all personnel of their legal obligations and rights in connection with health and safety at work.
4. Insist on a high standard of “housekeeping” in the work area (i.e. cleanliness, tidiness, unobstructed access to fire escape routes and fire-fighting equipment).
5. Provide detailed guidance on all matters relating to health and safety.
6. Provide and maintain First-Aid facilities in accordance with legal requirements.
7. Operate and enforce safe working procedures at all times.
8. The Company will provide free of charge PPE to enable the protection of the workforce. These will include but not be limited to: Hard hats, Hi Viz vests/jackets, waterproofs, Glasses, ear protection, gloves, boots, face masks these are to be worn at all times where required. Failure to wear these could result in disciplinary action.
9. Observe all safety rules and regulations when working on other peoples premises.
10. Provide COSHH (Product Safety Data Sheets) of any substance which may be considered hazardous to health.
11. Regularly re-appraise safe systems of work and update policy issues.

12. Promote safe and healthy working practices. (Safe systems of work pro-actively reduce the risk to Health and Safety).
13. Co-operate with all enforcing authorities.
14. Comply with all statutory instruments applicable to the company's work activities.
15. Consult with workers' representatives in matters relative to health, safety and welfare.
16. Ensure the company will comply with the Construction (Design & Management) Regulations 2015. Whether in the role of "Principal Contractor" or "Sub-contractor".

Specific systems of work to enable employees to carry out certain tasks in a safe manner have been drawn up by the company and are contained in the Corporate Site Safety Manual issued with this Safety Policy. Employees are expected to take note and follow, so far as is possible, the systems set out.

INDIVIDUAL RESPONSIBILITIES

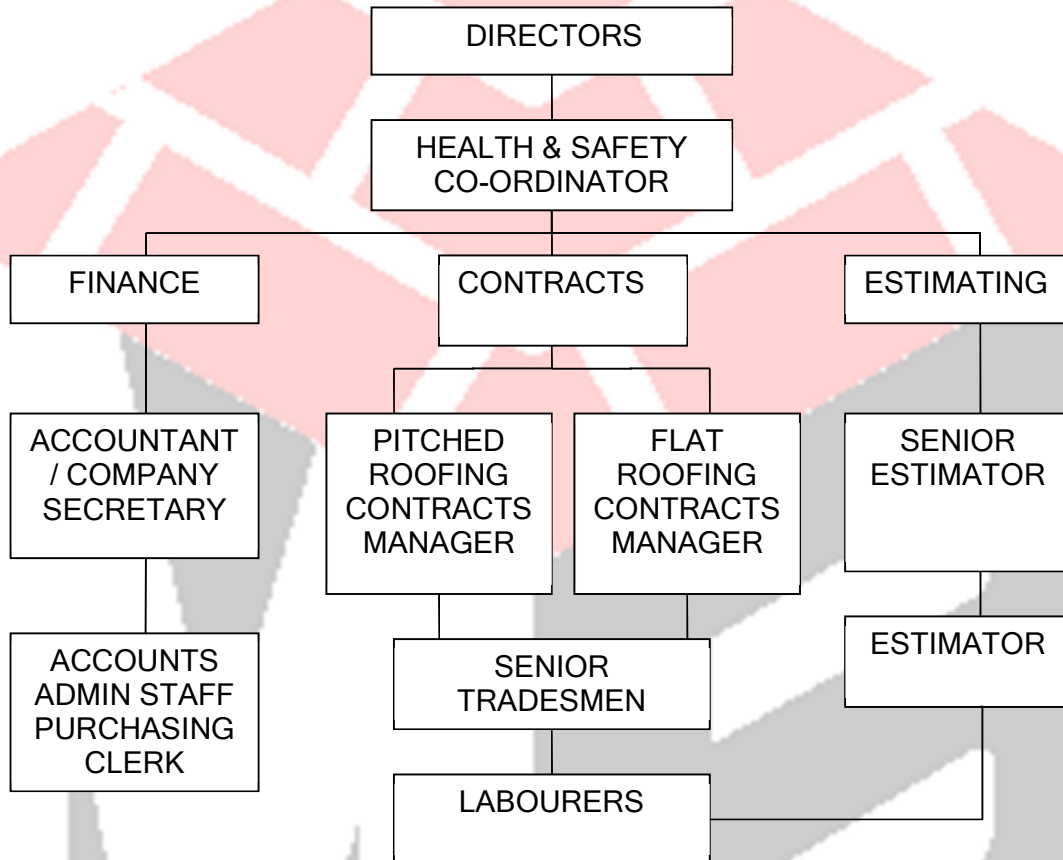
INTRODUCTION

The Health and Safety at Work Act 1974 requires that the ultimate responsibility for health and safety in each workplace lies with the Board of Directors, but in practice duties have to be delegated and it is this delegation that forms the administration and control of the policy.

Certain individuals have been allocated specific responsibilities and are required to maintain their areas of control and the performance and activities of subordinates to ensure that acceptable standards are maintained.

The following management organisation chart indicates the lines of responsibility for health and safety matters within the company.

HEALTH & SAFETY MANAGEMENT STRUCTURE



This management structure shown above relates directly to Health and Safety and not necessarily to other management functions.

DIRECTOR FINANCE / INSURANCE

1. Shall ensure that there is an effective company Health and Safety Policy.
2. Shall periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
3. Shall provide adequate staff funds and materials to meet health and safety requirements.
4. Shall ensure he receives regular reports from the management and safety committee on matters relative to health and safety.
5. Shall ensure the company's health and safety programme is understood at all levels, although this may be by way of delegation to certain employees who have day-to-day contact with work programmes.
6. Will, with the assistance of employees and where appropriate external advisors, from time to time evaluate all risks in the company relating to accidents at work, health risks at work, loss or damage to company property and risk to the public through its activity.
7. Shall periodically ensure that management representatives make assessments of risks in their place of work.
8. Shall ensure that the company is aware of new and impending regulations including EC Directives.
9. Shall ensure that the company uses its best endeavours to meet the legal requirement of all existing and relevant legislation.
10. Will ensure that Senior Managers report to the Health and Safety Executive any major injury / lost time accident on RIDDOR form F2508.

DIRECTOR COMPANY SECRETARY

1. Must be familiar with the company Safety Policy.
2. Review insurance and loss records periodically and advise when action is necessary to correct adverse trends.
3. Shall review and implement where required and take action to reduce any unfavourable trends.
4. Shall review absences due to accidents at work and notify Managing Director of any reportable occurrences and make the necessary statutory returns in relation to RIDDOR.
5. Must ensure that all liability is covered by insurance and obtain advice as to the extent to which risks are acceptable, whether insured or not.

CONTRACTS MANAGER / SAFETY CO-ORDINATOR

1. Carry out Health and Safety audits of each group site at agreed intervals.
2. Liaise with individual Directors, Managers, Estimator and Senior Tradesman on all matters of health and safety.
3. Provide an indication of any impending legislation and ensure that company is given adequate assistance to comply.
4. Attend site and investigate any incident or accident.
5. Arrange Health and Safety training courses for employees of the company at regular intervals.
6. Inspect Statutory Testing Certificates and company procedural documents and report in accordance with the Corporate Safety Manual. (chains, sling, lifting, scaffolding etc).
7. Shall review all accident reports, ensure that a full and satisfactory investigation is carried out and implement any corrective measures required.
8. Shall ensure that all site Safety Officers are fully acquainted with the Safety Policy and are involved in all safety matters with their sections.
9. In the case of new processes/operations, shall ensure that all proper safety precautions are observed and have been undertaken.
10. Shall give personal leadership and carefully integrate safety with production, quality and costs.
11. Shall co-operate fully with all enforcing officers and ensure that all requirements are kept.
12. Shall liaise with site Safety Officers in all matters relative to health and safety.

13. Shall inspect new processes/machines for potential hazards.
14. Shall ensure that all major injury or lost time accidents are fully investigated and reported to the Directors.
15. Shall monitor and ensure that machine guards are placed in position before operating.
16. Must ensure that any unsafe machine or tool is adequately immobilised.
17. Shall accompany any enforcing officer through the works.
18. Ensure that Product Safety Data Sheets and COSHH assessments of the various substances used within the company are available to persons who are exposed to any health risks.
19. Shall liaise at all times with the Site Safety Officer on items of health and safety.
20. Will complete online the Accident Form F2508 and send by email to the HSE, following any major injury condition / lost time accident. Alternatively form to be sent direct to Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.
21. Shall ensure so far as reasonably practicable compliance with the provisions, where relevant, of the EPA 1990.

Risk Assessments

Identification of hazards, assessment of risk and the establishment and enforcement of control measures, are the cornerstones of effective Safety Management.

Control measures will be defined as those contained in schedule 1 of the Management of Health and Safety at Work Regulations they will be reproduced in the form of written safe systems of work, workplace precautions, method statements, permit to work procedures and safety plans.

Where applicable they will be relayed to the persons at risk.

Additional to the requirements of the Management of Health & Safety at Work Regulations 1999, certain other legislation requires specific assessment measures, including, but not limited to:

- a. Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002)
- b. Manual Handling Regulations 1992/2002
- c. Display Screen Equipment Regulations 1992/2002
- d. Personal Protective Equipment Regulations 1992/2002
- e. Noise at Work Regulations 1989(Replaced by the Physical Agents / Control of Noise at Work Regulations 2005)
- f. The Working at Height Regulations 2005
- g. Fire Safety Reform Order 2005
- h. The Control of Asbestos Regulations 2012
- i. The Lead at Work Regulations 2002

The company shall make a suitable and sufficient risk assessment of:

- (a) The risks to the health and safety of his employees to which they are exposed whilst they are at work.
- (b) The risks to the health and safety of persons not in the company's employment arising out of or in connection with the conduct by their undertaking.
- (c) These risk assessments will be carried out by designated competent persons and Control measures implemented to eliminate / control risk.

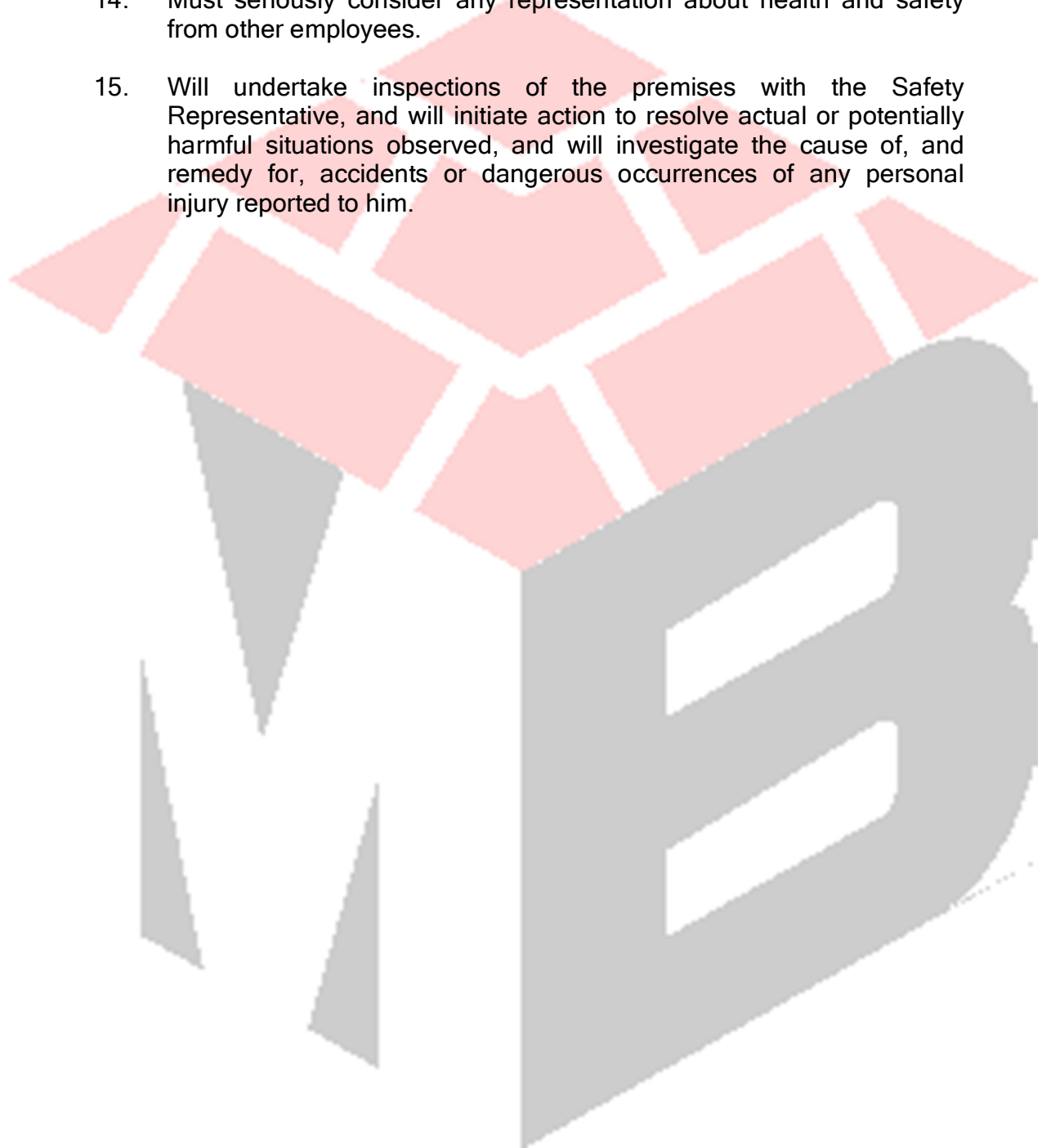
Record the said Risk Assessments.

Review and revise such assessments on a planned basis or when the nature of the work undertaken changes.

SUPERVISORS

1. Ensure compliance with the company's Health & Safety Policy and all relevant legal requirements.
2. Must ensure that persons in their departments or sections are adequately trained and fully aware of any hazards/risks in the department.
3. Must ensure that all employees in the departments or sections know what to do in case of fire and know the location of, and how to use, fire-fighting equipment.
4. Must ensure that all employees in their departments or sections know the whereabouts of first aid facilities.
5. Should continually develop safe practices to ensure maximum safety for all under their supervision.
6. Must ensure that adequate supervision is available at all times, particularly where young, new or inexperienced workers are concerned.
7. Must investigate all accidents promptly to discover their cause and eliminate re-occurrence.
8. Must complete accident report forms for all accidents involving injury, damage or lost time.
9. Shall ensure that all safety rules are observed and that protective equipment is worn or used where appropriate.
10. Shall ensure that all safety devices are always fitted and properly adjusted and maintained.
11. Shall ensure that all defects in the workplace are promptly reported and rectified.
12. Shall keep and maintain so far as is practicable all documentation and records required by the relevant statutory provisions.

13. Shall maintain good housekeeping within the section or department at all times.
14. Must seriously consider any representation about health and safety from other employees.
15. Will undertake inspections of the premises with the Safety Representative, and will initiate action to resolve actual or potentially harmful situations observed, and will investigate the cause of, and remedy for, accidents or dangerous occurrences of any personal injury reported to him.



EMPLOYEES

In recognising the joint nature of the task of reaching and maintaining a high standard of health and safety, the company reminds its employees that they are responsible for their own behaviour to ensure they do not add to the dangers of others.

They must therefore adhere to all rules and regulations for safe working and report to their supervisor any hazards which impinge upon safe working practices.

Sections 7 and 8 of the Health and Safety at Work Act, place a specific duty and responsibility on every employee:

1. To take reasonable care of the health and safety of himself and other persons who may be affected by his acts or omissions at work.
2. As regards any duty imposed on his employer, to co-operate with him so far as is necessary to enable that duty to be performed.
3. To refrain from intentionally or recklessly interfering with or misusing anything provided by the company in the interests of health and safety or welfare.

All employees are reminded that they may be prosecuted by HSE Inspectors for breaches of their statutory duties under the Act.

Any action so arising will be without prejudice to any further action the company may take.

Any employee involved in an accident or dangerous occurrence is requested to ensure that the facts are reported to their immediate superior.

Whilst employees of the company may be expected as part of their duties to visit companies to carry out their work, they must comply with any request by their host concerning their health and safety, in particular the wearing of protective equipment where required.

The company requires every employee to co-operate in the implementation and development of this policy and in the creating and maintenance of a safe and healthy working environment from which all will benefit.

All members of management and supervisory staff have specific responsibilities for the health, safety and welfare matters within their area. Such employees must ensure that their responsibilities are adequately delegated to a named deputy in their absence.

It is better to apply the principle “prevention is better than cure”.

All employees have a duty to:

1. Co-operate and abide with the company in securing the aims and objectives of the Health and Safety Policy.
2. Report any unsafe plant, machinery, tools and equipment, unsafe systems of work and other hazards immediately to the Supervisor.
3. Assist in the maintenance of good housekeeping standards.
4. Wear and use the protective clothing and equipment when specified by the nature of the duties.
5. Observe all works safety rules and procedures.
6. Co-operate with the management in meeting the statutory obligations imposed upon the company.
7. Observe all safety rules when working on dangerous machinery.
8. Immediately report to management any hazardous conditions.
9. Fully familiarise themselves with the company's Safety Policy.
10. Wherever possible, promote safe working practices among other employees.
11. Be aware of the correct emergency action to take in the event of accident or fire.
12. Abide with the company policy in matters of Health and Safety.
13. Where they undertake work off company premises, familiarise themselves with any foreseeable hazards in the working environment, ensure they are accompanied by a member of the relevant organisation when on site (where possible) and advise the company of any potential safety problems so as to enable the company to consider what action it wishes to take.

The company requires the full support of all employees and sub-contractors to develop and maintain an effective Safety Management System

YOUNG PERSONS

For the purposes of The Management of Health and Safety at Work Regulations 1999 a "Young Person" is one who has not yet reached the age of 18 years.

Regulation 3 sub-paragraph (4): *“an employer must not employ a young person unless he has assessed the risks to that young person, made or reviewed an assessment and assessed the level of health and safety training provided or required for the individual young person”.*

In assessing the level of training required account should be taken of the experience, lack of awareness and immaturity of the young person, the layout of the workplace and his place of work, the nature and degree of exposure to any physical, biological, chemical or ergonomic agents and the form, use and range of work equipment and the way in which it is operated.

Normal Hours of Work for Young Persons (Reference should be made to the Working Time Regulations 1998)

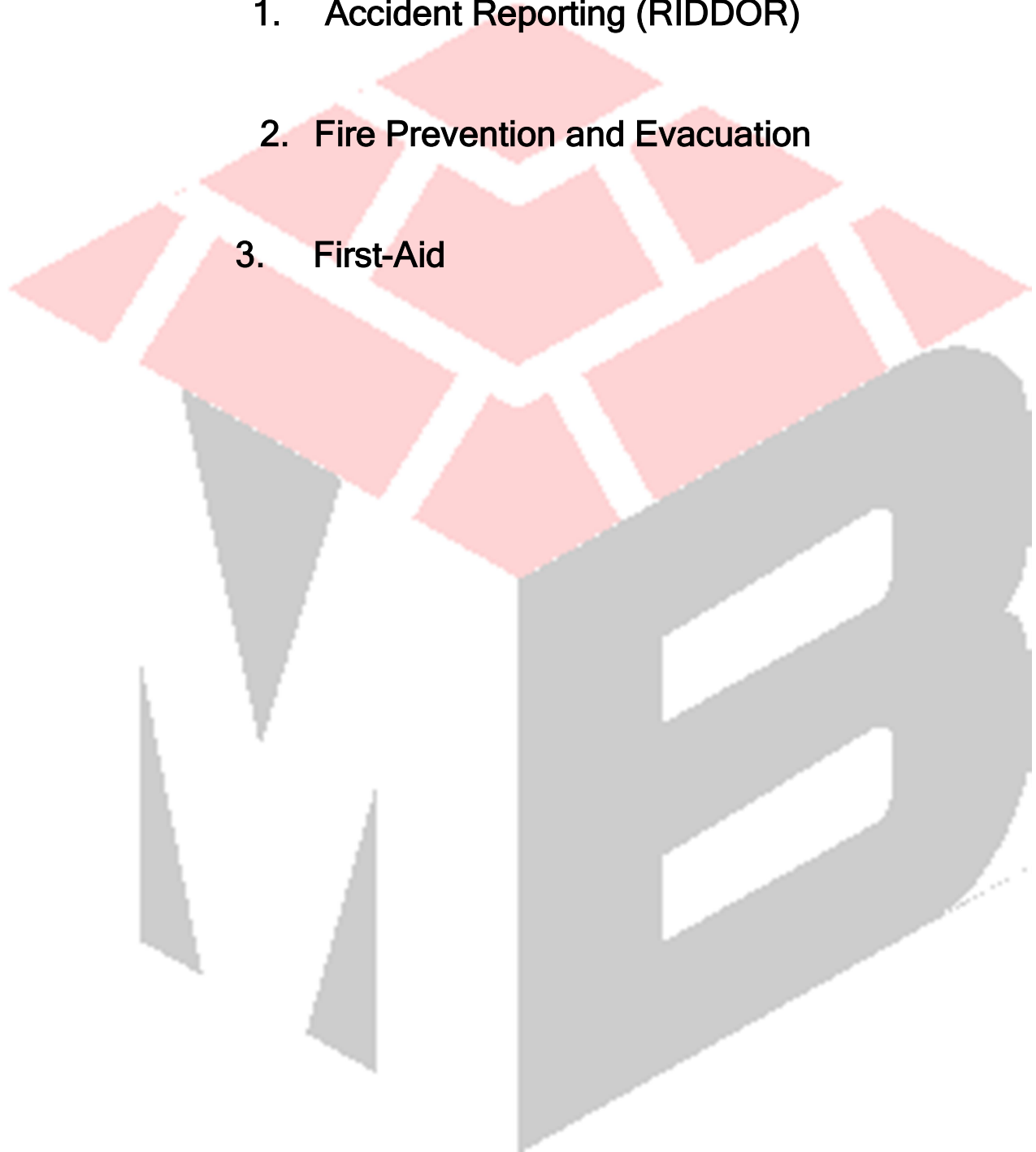
- a) The total hours worked, exclusive of intervals allowed for meals and rest, shall neither exceed eight in any day nor exceed forty in any 7-day week.
- b) The period of employment shall not exceed eleven hours in any weekday and shall neither begin earlier than six o'clock in the morning nor end later than ten o'clock in the evening or one o'clock in the afternoon on Saturdays. Young persons should not work on Sundays.
- c) A young person shall not be employed continuously for a spell of more than four and a half hours without an interval of at least half an hour for a meal or rest.
Children below school leaving age shall not be employed except during approved work experience programmes.

VISITORS

1. All visitors must report to reception and await the member of staff they wish to see.
2. Visitors must **NOT** proceed into the offices or work areas unaccompanied.
3. Whilst visitors are on the premises they must comply with any request by their host, or any other member of the company's staff concerning their health and safety, in particular the wearing of protective clothing, if so required.
4. In the event of any visitor being so unfortunate as to sustain personal injury whilst on the premises, this must be reported immediately to management, recorded in the accident book and an accident form completed.
5. The list of first aiders is shown in the office. The first aid kit is to be maintained and stocked. First aid will be given by one of the trained first aiders if possible. The emergency services will be called for any major incidents.
6. A copy of these instructions will be displayed in the company's entrance foyer, but employees are asked, where possible, to advise any visitors of the above before they visit the company's premises.

SPECIFIC PROCEDURES

- 1. Accident Reporting (RIDDOR)**
- 2. Fire Prevention and Evacuation**
- 3. First-Aid**



ACCIDENT REPORTING (RIDDOR)

It is the responsibility of the Site Safety Co-ordinator to correlate safety information and liaise with the regulatory authorities.

Serious accidents and dangerous occurrences will be recorded, investigated and the local enforcing authorities informed as follows:

1. Major Event

1.1 These include the following:

- 1.1.1 Fatalities.
- 1.1.2 Major injury or dangerous occurrence.
- 1.1.3 Major product spillage.
- 1.1.4 Environmental pollution.
- 1.1.5 Process accident - i.e. fire, explosion, collapse or major damage.

1.2 In the event of any of the above occurring:

- 1.2.1 The local HSE or other regulatory authority in respect of environmental damage will be telephoned immediately in the event of a fatality or major incident or injury or online for any other incident / accident on 0845 300 9923.
- 1.2.2 A copy of Form F2508 will be completed online and sent to www.riddor.gov.uk. A copy will be retained in the company's Health and Safety records.
- 1.2.3 A record of the incident will be recorded in the Accident Book within 24 hours of the incident occurring.
- 1.2.4 An accident investigation will be carried out internally by the safety officer and any other management representative required. A safety report will be filed on the incident and remedial action taken to prevent a recurrence.

2. Lost Time Injuries

2.1 This applies when an employee is off work for more than seven days, excluding the day of the accident.

2.2 In the event of the above occurring:

2.2.1 A copy of Form F2508 will be completed online and sent to www.riddor.gov.uk within fifteen days. A copy will be retained in the company's Health and Safety records.

2.2.2 A record of the incident will be recorded in the accident book within 24 hours of the incident occurring.

2.2.3 An accident investigation will be carried out internally by the Safety Officer and any other management representative so required. A safety report will be filed on the incident and remedial action taken to prevent a recurrence.

3. Dangerous Occurrences

The list of dangerous occurrences can be found in RIDDOR.

3.1 This applies when an employee is off work for more than three days, excluding the day of the accident.

3.2 In the event of the above occurring:

3.2.1 A copy of Form F2508 will be completed online and sent to www.riddor.gov.uk within fifteen days. A copy will be retained in the company's Health and Safety records.

3.2.2 A record of the incident will be recorded in the accident book within 24 hours of the incident occurring.

3.2.3 An accident investigation will be carried out internally by the Safety Officer and any other management representative he requires. A safety report will be filed on the incident and remedial action taken to prevent a recurrence.

4. Diseases

4.1 In the event of the above occurring:

4.1.1 A copy of Form F2508A will be completed and sent online to www.riddor.gov.uk.

4.1.2 A record of the incident will be recorded in the accident book within 24 hours of the disease being diagnosed.

4.1.3 An investigation will be carried out internally by the Safety Officer and any other management representative he requires. A report will be filed on the incident and remedial action taken to prevent a recurrence.

FIRE PREVENTION AND EVACUATION

All members of staff must be aware of the Emergency Evacuation Procedures including the nearest Assembly Point in the event of any fire incident or other incident requiring evacuation.

Evacuation procedure **MUST** be followed at all times.

Instruction and training must be provided for the following:

1. Action which needs to be taken on discovering a fire or other incident requiring emergency evacuation.
2. Raising the alarm (location of alarm call points and alarm indicator panels).
3. Action to be taken upon hearing the alarm.
4. The correct method of calling the Fire Service or other emergency service.
5. The correct location and use of all fire-fighting equipment in case of fire.
6. Knowledge of escape routes and emergency exits.
7. Appreciation of the importance of fire doors.
8. Evacuation of premises.
9. Muster Points.
10. Roll call by senior responsible person.
11. First Aid arrangements

It is a requirement under the new Fire Reform Safety Order 2005 that an assessment is carried out to identify any risk to employees, members of the public and property.

This includes the arrangements for raising the alarm, automatic fire detection systems, first aid fire fighting equipment and procedures the event of a fire or other emergency. Where identified the list below must be considered:

- The system is to be audible to all personnel in the establishment and should be tested regularly.
- Fire drills should be carried out to ensure that all personnel can be evacuated to designated assembly points in case of fire.
- Sufficient suitable fire extinguishers and other fire fighting equipment must be available inside all temporary and permanent buildings.
- Where a particular fire hazard exists, the extinguishers provided must be suitable for that type of hazard. For example, electrical installations require carbon dioxide or dry powder extinguishers.
- Personnel must be instructed in the use of fire fighting equipment, and know the fire drill.
- The importance of good housekeeping and site tidiness must be brought to the attention of all on site. Wherever practicable recognisable fire points should be placed.
- The procedure for calling the Fire Brigade should be clearly displayed in all buildings.
- If there is a requirement to summon emergency services, always appoint a responsible person to meet them at the site entrance and direct them to the incident.
- Always give clear and concise information when summoning any emergency services.
- The Fire Prevention Officer of the local fire brigade should be consulted for advice on all site fire prevention aspects.
- Additional extinguishers will be required for availability on site wherever any operations are being carried out and there is a risk of fire developing.

FIRST-AID

The company employs trained first aiders as required by the First-Aid Regulations 1981.

Any accident, however small, should be reported to one of the first aiders who will, after rendering first aid, record the details in the accident book, and notify the individual's manager.

Any major accident which needs any time off work, or which requires medical attention or involves loss of consciousness, must be reported to the Directors by the appropriate manager. Failure to report major accidents could result in prosecution.

First-aid boxes are provided. Any item used from the first aid box should be reported to one of the first aiders, who will then ensure that the items are replaced as soon as possible.

First-aiders are identified on the line diagram and have ultimate responsibility for replenishing first aid boxes. First-aid boxes can be found within the premises at various locations. Identify where these are by speaking to the first aiders.

Travelling first aid kits are supplied to staff that regularly undertake long journeys or drive to sites on company business.

Each division shall possess an Accident Book, and a Notice of Accidents booklet (Social Security Act 1975).

Details of the nearest A&E hospital facilities should be available on the site notice board and imparted to contractors at the site induction.

All contractors should be made aware of who the site first aider is at the Induction prior to start on site.

MANAGING THE RISK OF DERMATITIS

There are two types of Dermatitis - Irritant Contact Dermatitis and Allergic Contact Dermatitis. Both of which usually affect the hands and forearms but can in some cases affect the face, neck, chest or legs.

Irritant Dermatitis - is as it sounds an irritant that causes inflammation of the skin, which can develop after a single heavy exposure or repeated exposure to hazardous agents.

Allergic Contact Dermatitis - this occurs when someone becomes allergic to something that comes into contact with their skin. This can occur within hours or days after contact. Once the allergy has developed even tiny amounts can trigger an allergic reaction.

We as a company recognise that Dermatitis is a serious problem in all workplaces and understand that some workers at some point in time have suffered from a skin complaint. We believe that with effective management and following simple steps this will help prevent and minimise the impact of dermatitis on the workforce.

If however your skin does become irritated you need to know what to look out for:



Cracked skin, redness, rough spots in the skin.



The most commonly affected parts are the webbing between the fingers and the back of the hands.

Action

- **Assess the risk**
- **Eliminate or substitute the irritant**
- **PPE to be worn - gloves are issued as a standard piece of PPE**
- **Ensure workforce trained in use of irritant**
- **Ensure COSHH sheets are provided for the products / substances**
- **Ascertain that the workforce know what to look for if skin becomes irritated and**
- **Be aware of the uses and limitations of skin creams both prior and after working with a skin irritant**

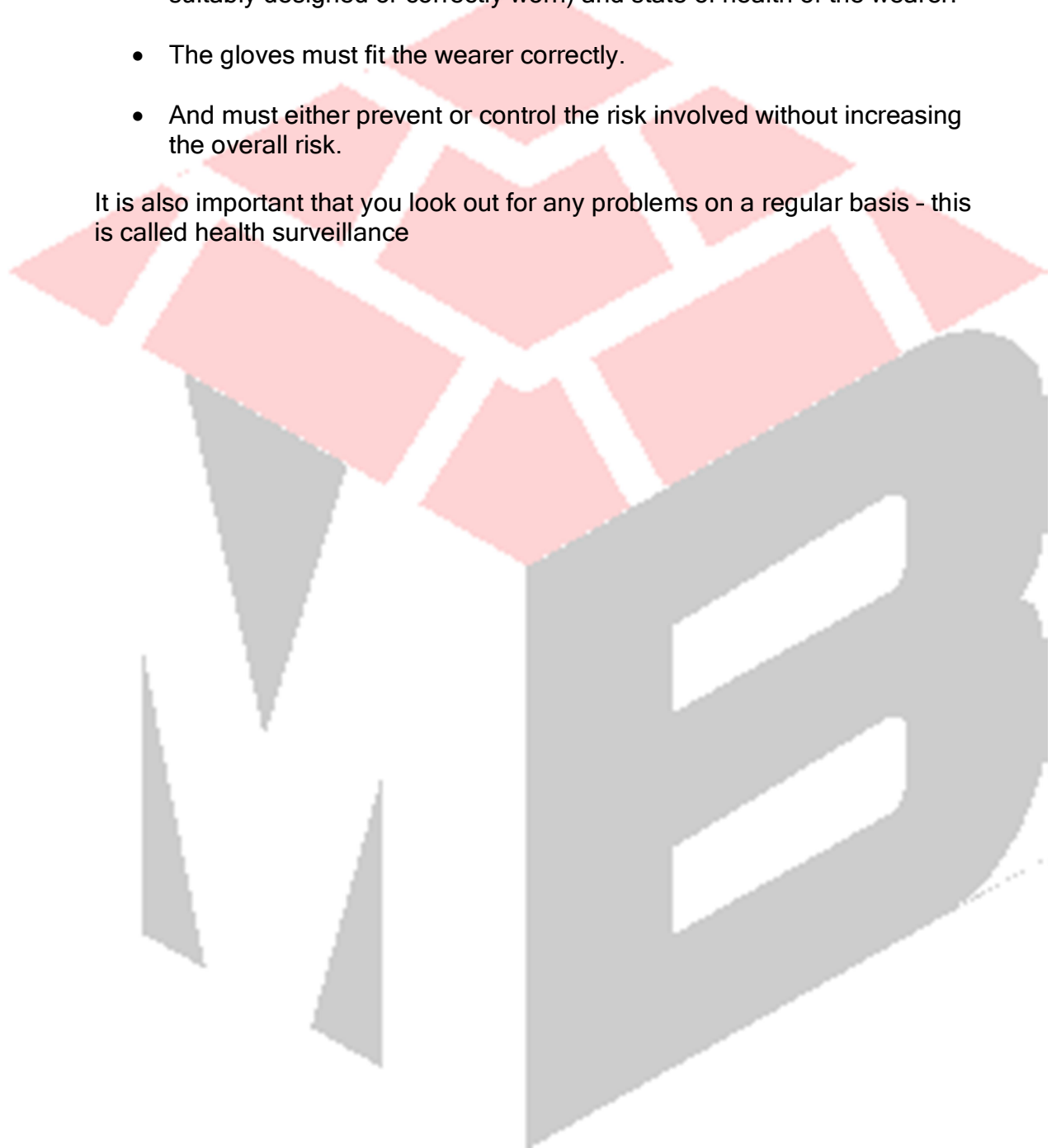
As a company we would prefer to eliminate the hazard but this is not always practicable and therefore we may if possible substitute with a less harmful substance.

If using a substitute is not practicable then we will ensure that we minimise the risk of exposure.

As a company we provide as standard gloves as an integral part of your PPE. Below are some tips on selecting the correct glove:

- It must be appropriate for the risk(s) and conditions in which it is used.
- It must take into account the ergonomic requirements (meaning the likely body position in which the person will be working, which may, for example result in substances dripping inside the glove if it is not suitably designed or correctly worn) and state of health of the wearer.
- The gloves must fit the wearer correctly.
- And must either prevent or control the risk involved without increasing the overall risk.

It is also important that you look out for any problems on a regular basis - this is called health surveillance



POLICY ON WORK RELATED STRESS

It is Martin-Brooks policy to address all work related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental well being of all persons employed by Martin-Brooks. We recognise that our personnel are our most valuable assets and that any problem associated with work related stress is a management duty. Martin-Brooks has appointed a person to assist with such problems.

Overview

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress related problems of short duration often resolve themselves, it is the long-term stresses that Martin-Brooks aim to redress.

The main problem with stress is the self-realisation that we are actively suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations, which cannot be resolved in the time scale we wish and/or with the desired outcome. But, there may be a single event or set of circumstances that combine to provide the additional stress overload. Some examples are:

Possible Environmental Stressors

Noise, temperature, over-crowding, humidity.

Possible Work Related Stressors

Deadlines, overworked, under challenged, change, promotion prospects, racial or sexist remarks, personal relationships with superiors and other members of staff, travelling, job satisfaction, harassment, confrontation, likes and dislikes.

Recognition of Stress

Some examples:

Inability to cope, anger, frustration, general feeling of being unwell, over indulgence in drinking, smoking, eating, withdrawal behaviour, nausea, sleeplessness, anxiety, palpitations, loss of energy, reluctance to get up and go to work, lack of confidence, excessive mistakes, poor concentration.

It is the duty of all management to be alert to these symptoms in employees, seek guidance and instigate pro-active measures to reduce work related stress.

Coping with Stress

Stress counselling can have a stigma that it is only for the 'weak' or 'mentally ill'. However, the reverse is actually true, we could all benefit from coping with 'life' therapy.

It may be difficult to talk to your manager about the problem face to face, indeed it might be that this relationship is the cause. The appointed person will provide a confidential service to try and assist you to regain perception of your problems. Stress is not necessarily a work related issue. An employee may feel the need to talk about stress created by personal circumstances.

COMPANY POLICY ON VIOLENCE AT WORK

Whilst it is unlikely that violence at work will occur, the Health and Safety at Work Act requires management to ensure the safety of all our employees. To achieve this we have appointed a person to ensure that Martin-Brooks has measures to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or from our employees or persons visiting/working on our premises. The most common potential forms of violence at work concern the following:

Bullying

It must be clearly understood that any form of bullying, verbal or physical, will not be tolerated in any form and Martin-Brooks will take all such relevant measures against the individual(s) as is necessary for its eradication.

Practical Jokes and Horseplay

Whilst Martin-Brooks appreciates that light-hearted banter and practical jokes may enhance Company morale, any racist, sexist, general derogatory remarks, obscene language and/or physically demeaning acts which humiliate any person, lowers general morale, provides resentment and belittles those persons participating, viewing and subject to such treatment. Martin-Brooks has a legal obligation to prevent this.

Discipline

Occasionally it may be necessary to discipline employees for acts or omissions in contravention of their conditions of employment. This is not to be confused with the issues raised in this Policy.

Training

As part of the induction/continual training, instruction on violence at work will be given. This training will include:

1. An awareness of causative factors liable to lead to aggression and how to influence those factors;
2. Recognition in the signs and symptoms of potential violence which may be averted by understanding the situation and being able to cope with more confidence;
3. Raising awareness of the appropriate actions if confronted by a violent situation;
4. Briefing managers and other staff of the essential role of training and handling these types of situations.

The level of training will largely depend upon the likelihood of such harm arising out of specific hazards, activities of the individual role and environment and the level of responsibility of management and supervision to prevent such occurrences.

Reporting

All complaints regarding violence at work will be thoroughly investigated and wherever possible confidentially maintained.

Any employee may contact their immediate Manager or the appointed person to alert them to confrontational situations. All management and supervision are to be vigilant to such behaviour.

Arrangements for dealing with violence and potential violence

Although as stated, it is unlikely that violence will arise out of work undertakings, there are risk areas. These are:

1. Within reception - dealing with the public etc;
2. Working alone - last in the office, leaving the building, driving and visiting other premises or persons. Carrying money, valuable or attractive items.

Be alert to these hazards, follow guidance from all sources and use common-sense precautions.

Threats to your safety may be signalled either directly, indirectly or by a recognisable change in behaviour which may become actively or positively hostile.

1. In any such situations try and remain calm.
2. The priority remains to prevent injury to yourself or others. If you can secure yourself away from the aggressor, do so.
3. Call for assistance - use a 'panic' alarm that alerts staff in other areas where installed.
4. Attempt to diffuse the situation by offering to talk it through.

5. Avoid reacting to abusive or provocative remarks.
6. If the situation worsens, call the police.
7. Where physical contact has occurred by the aggressor, staff are to use minimal physical force to restrain the person until the police arrive.

Using physical restraint is a last resort and should be carried out without hurting the person or the situation deteriorating into an affray. Other methods such as using physical barriers should be used in preference.

Action following a violent or aggressive situation

Any shocked or injured person(s) should be seen by a doctor as soon as possible after the event and receive appropriate counselling as appropriate.

As with accidents and incidents, management should investigate the circumstances and take remedial action should it be necessary.

The investigation should be recorded as soon as possible after the event and when those persons involved have recovered. This report is to include the costs of all damage to premises, furniture and fittings.

Sole Working

Wherever possible this is to be avoided by ensuring at least 2 persons arrive, work in the same vicinity and leave together. If driving or walking alone, notify your movements and arrange call back times, keep to your route, only use well-lit, populated areas and be alert to strangers. Whilst it is the individual choice to dress as we wish, we should consider any effect this may have on our safety based on the amount of risk we are exposed to.

Robbery

In the event of an armed robbery do not offer any resistance but comply with the demands of the aggressor(s).

Preserving the life and safety of all persons is of paramount importance.

Assistance is to be sought from other members of staff and the police as soon as it is safe to do so. Try and remember as many details as possible about the persons and if possible identify any vehicle they may depart in, together with the licence number.

DISPLAY SCREEN EQUIPMENT POLICY

POLICY

It is the intention of Martin-Brooks to secure the health and safety of all persons so far as is reasonably practicable from the use of display screen equipment, by assessing the risks to prevent or control any ill health effects or accidents arising from such use.

Each person within Martin-Brooks deemed to be a Display Screen Equipment User will have assessments undertaken. These will include an overview of the work station including equipment, furniture and the working environment, also the job being undertaken and any special needs of the individual.

WORKSTATION ASSESSMENT BY USERS OF DSE

A self-assessment questionnaire will be completed and the workstation assessed.

Each assessment will take into account the following:

- The Operator / User
- Training requirements
- Work organisation
- Display screen
- Workplace design
- Viewing distances
- Keyboard
- General desk space
- Lighting
- Heating
- Noise
- Software

All the above are to be referred to The Health & Safety (Display Screen Equipment) Regulations 1992 / 2002, The Construction Workplace (Health, Safety & Welfare) Regulations 1996 P.U.W.E.R 1998 as amended and other H.S.E guidance

DRIVING AT WORK

Introduction

Up to a third of all road traffic accidents involve someone who is at work at the time. This could account for 20 fatalities and 250 serious injuries on the roads each week. An employer's duty to ensure the safety of their employees and others while on the road extends beyond the basic traffic law requirements. This duty does not extend to travelling to and from work.

Many benefits can be drawn from managing work related road safety, including reduced stress, improved morale, and numerous cost benefits.

To manage the safety of its employees whilst driving, Martin-Brooks will:

Assess the risks to the health and safety of its employees while they are driving for work, and to other people who may be affected by their work activities, through consultation with its employees. This will include:

- The Driver
 - Competency;
 - Training;
 - Fitness and Health.
- The Vehicle
 - Suitability;
 - Condition;
 - Safety equipment;
 - Safety information;
 - Ergonomic considerations.
- The Journey
 - Routes;
 - Scheduling;
 - Time;
 - Distance;
 - Weather conditions.

Statement of Intent and Commitment

It is the intent of the Company to manage the hazard of driving at work, in a manner that will prevent the risk of harm to the health of all employees, contractors and other visitors.

Martin-Brooks is committed to achieving this intent by the most reasonably practicable means possible. The Company will endeavour to ensure that compliance is achieved with the requirements of all relevant legislation and codes of practice.

Martin-Brooks will ensure that all parties involved in achieving this intent are given all necessary information, instruction, training and facilities to allow the intent to be realised safely, and with the informed consent and co-operation of all parties involved.

Mobile Phones

It is a requirement that an operating mobile phone is carried in the vehicle plus a supply of relevant phone numbers including emergency numbers by the member of staff present in the vehicle. The mobile phone may only be used by the driver in the driver's seat when the engine is not running and the vehicle is safely parked.

Mobile phones must not be used by the driver when the vehicle is in motion, unless a hands free kit has been installed.

In the Event of an Accident

If a driver is involved in a crash, which causes injury to another person or animal not in the vehicle, or damage to another vehicle or roadside property; the driver needs to take the following actions:

- Stop and exchange details (driver and vehicle owner's name and vehicle registration number) with the third party involved. THIS IS A LEGAL REQUIREMENT.
- Inform the police of the accident if somebody is injured or if the third party does not exchange details.
- Obtain the name and address of the owner/driver of other vehicle(s) involved along with registration number(s) and name(s) of their insurers.
- Obtain the names and addresses of independent witnesses, if any.
- Make a note with a sketch of the accident location, position of vehicles involved, road signs, measurements etc

COMPANY POLICY ON TRANSPORT

The appointed person will ensure so far as possible the safe use and maintenance of Company vehicles.

Before any person is permitted to drive a Company vehicle the appointed person will obtain and take a copy of that persons driving licence details.

The appointed person will, after checking the details of the driving licence, explain to the driver the following points.

- 1 Procedure to follow in case of breakdown or accident.
2. Procedure to follow for the reporting of vehicle damage or mechanical fault.
3. Procedure to follow for routine servicing of the vehicle.
- 4, The appropriate driver guidance form.
5. Type of fuel used.

Martin-Brooks will provide for authorised drivers, vehicles in a roadworthy condition.

The driver is responsible for ensuring that the vehicle remains in a roadworthy condition.

Any road traffic offence or accident will be the responsibility of the driver. Martin-Brooks is to be informed of any such offence or incident as soon as is reasonably practicable.

GUIDANCE FOR DRIVERS OF COMPANY VEHICLES

You must:

Report to Martin-Brooks any traffic offences committed, resulting in or pending prosecution.

Inform Martin-Brooks of any medical condition that may affect your ability to drive.

Ensure the vehicle is in a roadworthy condition at all times and report any vehicle damage or mechanical fault.

Only drive vehicles for which you have been authorised.

You must not:

Drive any vehicle whilst under the influence of alcohol or drugs that may affect your driving.

Drive any vehicle that is in an un-roadworthy condition.

Pick up unauthorised persons, hitchhikers etc.

Use a hand held device while driving.

GUIDANCE FOR FORK LIFT TRUCK OPERATORS

Remember your life and that of your workmates relies on your safe driving.
NEVER:

- * Drive a vehicle which is faulty
- * Lift loads which may exceed the truck's rated capacity
- * Stop on an incline
- * Carry unstable or insecure loads
- * Park a lift truck with forks raised
- * Tilt load at height unless a resting place is directly below
- * Never reverse around corners before checking that it is clear

BUT DO:

- * Carry out pre-use checks, record and notify defects to your manager
- * Carry loads as near to the ground as practicable
- * Look in the direction you are travelling
- * Drive carefully, avoid fast starts/stops, jerks and quick turns, face uphill with load on inclines
- * Watch out for pedestrians, they may not hear or see you - they have priority at all times. Use strobe lights and sound horn to warn people when passing through openings/doorways
- * When leaving the truck, apply brakes, lower forks, switch off and **REMOVE THE KEY**. For LPG turn off gas.
- * Ensure your chains are checked every six months
- * Ensure you receive refresher training every 3 years

MOBILE PHONE POLICY

Provision of mobile phones

Martin-Brooks provides mobile phones for specific positions. They are hand held phones.

Service Provision

All Company mobile phones are on a single corporate contract negotiated and administered centrally by the Company. All purchase negotiation, replacement and other matters surrounding mobile phones will be carried out by the Company.

Where a service needs adjustment, checking or advice, requests should be made to the Company Management. In relation to the day-to-day care and use of phones, the individual users are responsible.

Procurement and Distribution

The user of the mobile phone will be required to sign a receipt for the relevant equipment and as evidence of having read and understood this document.

Usage

All users must abide by the terms in the Mobile Phone Policy.

From time to time a personal call may be made, if important, while the user is on Company business. As with the use of Company land lines personal calls should be avoided and where necessary should be of short duration. This privilege should not be abused while engaged on Company business.

Call charges

Any private calls that are made, either frequent, long distance or of a long duration may necessitate reimbursement to the Company by the user.

All Company phone accounts are monitored and users shall be responsible for the use and provide an explanation of call charges if requested.

Security of mobile phones

Staff issued with a mobile phone must ensure the security of the phone (and any allied equipment) at all times. The following items should be addressed:

1. Should a mobile be lost or stolen, the user must report the matter to Company Management within 24 hours for notification to the service providers.
2. Users must care and use the phones in their possession in a responsible manner. Breakages, damage or loss of equipment may necessitate the reimbursement of any associated costs incurred by the Company. Users are required to keep mobile phones clean and in serviceable condition to the best of their ability, and report all irregularities immediately to Company Management.
3. There are a number of built in protection mechanisms that the user may need during the day-to-day operation of the mobile phone:
 - activate the keypad lock
 - a PIN code must be used to lock the phone so that if the phone is subsequently stolen or lost a PIN code must be used to unlock the phone.
 - Secure the phone at home as if it is a personal possession.
 - Mobile phones must not be left in unattended vehicles.
 - If lending the phone to other members of staff, make a record of when and to whom.

Use of Personal Mobile Phones

Personal mobile phones should not normally be used to make business calls. Martin-Brooks does not undertake to refund any business calls made in this way.

Courtesy

As a matter of professional courtesy, we advise mobile phone users to either turn off their phone or divert it to voicemail or another number, or set the phone into "silent mode" during meetings, training courses, seminars etc. In exceptional circumstances, where it becomes necessary to take a business call, it is courteous to inform colleagues that an urgent call is expected.

When conducting business away from Company premises users should endeavour to comply with any local restrictions on the use of mobile phones (i.e. in flammable atmospheres).

Use of mobile phones whilst driving

The use of hand-held mobile phones while driving is an offence. Martin-Brooks also believes that using a mobile phone while driving is extremely dangerous.

Under no circumstances will the use of hand-held mobile phones be permitted while driving vehicles in Company time or on Company business. This includes both making and receiving calls.

Anyone who uses a hand-held mobile phone while driving may be stopped by the Police and given a fixed penalty fine and receive a three point endorsement on their licence.

To enable you to be compliant with the legislation you must either turn the mobile phone off or set it to "silent mode" so that it does not distract you whilst driving.

You can then return any missed calls when it is safe to do so. The vehicle must be stationary, parked safely (not on the hard shoulder of the motorway, this is for emergency use only), with the engine turned off before you can listen to the message/voicemail or make a return call.

The exception to this is where a hands free kit is fitted in the vehicle. Calls may be permitted using this system as long as this does not impair the driving of the vehicle.

Health advice to mobile phone users

There has been considerable speculation in the press regarding the possible damaging effects on health, as a result of prolonged use of mobile telephones. To date there is no clear evidence to support these claims.

If using a mobile phone, it may be advisable to avoid continued use for prolonged periods.

ALCOHOL AND DRUGS

SUMMARY OF DUTIES

We as employers must ensure that employees and others are not put at risk by work activities (Sections 2 and 3 of the Health and Safety at Work Act 1974 (HSWA)) which therefore obliges us to ensure that no employee endangers fellow employees at work due to being under the influence of alcohol.

Any person who uses or misuses alcohol or drugs may commit a breach of Section 7 of the HSWA which requires that employees take reasonable care of themselves and others who may be affected by their acts or omissions at work.

RECORD KEEPING

Where we have occasion to discuss a drug or alcohol-related issue with an individual appropriate written notes will be kept. The need for medical confidentiality should also be taken into account.

POLICY STATEMENT

The policy, which applies to all employees, aims to:

1. Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs
2. Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage
3. Offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

The person responsible for implementing this policy is the H&S co-ordinator.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives:

1. Advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed medications).
2. Encourage employees, who may have alcohol or drug-related problems which affect their work, to take advantage of the company referral procedure for diagnosis and treatment.
3. Enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with the appropriate company specialist to determine whether there is sufficient concern to warrant a medical evaluation.
4. In cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with the company medical advisor and the employee.
5. Instruct the company medical advisor to co-ordinate, monitor and if necessary participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.

The company will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same. The policy rules may cover:

1. Disciplinary action for refusal to accept help
2. Conditions for accepting treatment
3. Future employment if treatment proves to be successful
4. Observation of medical confidentiality
5. Effects upon pensions, benefits and employment rights.

Safe System of Work

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules should be adhered to.

1. Do not come to work under the influence of alcohol or drugs.
2. Do not bring alcohol or non-prescribed drugs on to company premises.
3. Check with your doctor or pharmacist about the side-effects of prescribed medications.
4. Never drive or operate machinery if you are affected by alcohol or drugs.
5. Ask your GP or the company for guidance and advice on sensible limits of alcohol consumption.
6. Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not "protect" them by keeping silent.
7. Ask for assistance if you feel that matters are beyond your own control.

The use of alcohol is not appropriate in the workplace and drug abuse can be a criminal offence as well as a serious risk to health and safety.

We cannot stress the importance of this enough. Much of our work involves working at height and therefore it is essential that no employees come to work under the influence of drugs or alcohol as this will create a danger for themselves and others.

The three most important steps are to:

1. Look after your own health and safety by developing a responsible attitude towards alcohol and drugs.
2. Be aware of colleagues or others who may put safety at risk by their actions.
3. Recognise when and how to ask for help.

TRAINING

We as employers are required under the conditions of the Health and Safety at Work Act 1974, to ensure that all employees are given sufficient information, instruction, training and supervision to safely carry out their duties.

The training will briefly consist of the following:-

All employees will receive training on induction to the workplace. This training will be comprehensive and encompass all company and site rules. This may include further training in specific work streams at college as part of apprenticeships.

Additional training and supervision will be given to new employees and even more so for younger employees. All employees will undergo repeat training of basic safety rules/requirements, on a regular basis.

Additional training will be provided if an employee is promoted or transferred to a different job. You must not carry out these different duties until training is completed.

Suitable training will be given to all supervisors and management staff.

Regular toolbox talks will be given on site as refresher training.

Specific training elements will be organised at regular intervals to deal with specific methods of work, to utilise new technologies, or to comply with all new regulations.

You should not carry out works for which you have not been trained. Please contact your supervisor if you are unsure about carrying out any particular work.

All training will be documented.

COMMUNICATION AND CONSULTATION WITH EMPLOYEES

We as employers are required to consult with employees on matters of Health & Safety. This provision is included in various forms of legislation including the Health and Safety at Work Act 1974, and Health & Safety (Consultation with Employees) Regulations 1996.

We will maintain a regular discourse with all employees relating to Health & Safety matters. You can put forward any questions or suggestions to the Directors and these can be openly discussed between all parties.

We will hold regular meetings, open to all staff members, to discuss Health & Safety matters. We will also consult with all staff when there are any new measures or technologies introduced which could affect your Health & Safety. We will provide all necessary information relating to these matters.

The Directors are available at all times to discuss matters of Health & Safety. You are welcome to question us on any such matters at any time.

COMPANY POLICY ON SUB CONTRACTORS

All Sub-Contractors must complete the Martin Brooks Sub Contractors Questionnaire on an annual basis.

All sections must be completed and all information requested provided - this will be referenced against the questionnaire and failure to comply means not being incorporated on our Approved Supplier List.

Any information that is out of date or not provided as requested will also delay processing.

Completed forms can either be emailed or a hard copy posted to the office address.

