



Health and Safety Policy

Policy Statement

Approved Roofing NE Ltd is committed to maintaining the highest standards of health, safety, and welfare for all employees, subcontractors, clients, visitors, and members of the public who may be affected by our operations.

We recognise our duty under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant legislation, and we actively work to prevent accidents, injuries, and occupational ill health across all areas of our roofing operations throughout the UK.

1. General Policy Aims

- Provide and maintain a safe and healthy working environment.
- Ensure all employees receive appropriate training, instruction, and supervision.
- Conduct regular risk assessments and implement effective control measures.
- Consult with employees on matters affecting health and safety.
- Provide and maintain safe plant, equipment, and systems of work.
- Ensure the safe use, handling, storage, and transport of materials and substances.
- Regularly monitor and review health and safety performance.
- Promote a positive safety culture across all levels of the company.

2. Responsibilities

2.1 Company Directors

The Directors of Approved Roofing have overall responsibility for ensuring this policy is implemented and maintained. Their duties include:

- Providing adequate financial and physical resources.
- Ensuring all legal requirements are met.
- Promoting a culture of safety throughout the organisation.

2.2 Health and Safety Officer

A designated Health and Safety Officer is responsible for:

- Coordinating all health and safety activities.
- Carrying out risk assessments and COSHH assessments.
- Ensuring all PPE and safety equipment is maintained and used correctly.
- Liaising with external health and safety consultants where necessary.

2.3 Site Supervisors

Each site supervisor will ensure:

- All site-specific risks are identified and controlled.
- Method Statements and Risk Assessments (RAMS) are followed.
- Toolbox talks are delivered and recorded.
- Only trained and competent workers are assigned to tasks.

2.4 Employees and Subcontractors

All employees and subcontractors must:

- Take reasonable care for their own health and safety.
- Co-operate with management on safety matters.
- Use PPE and equipment provided.
- Report hazards, unsafe practices, or incidents immediately.

3. Risk Assessment & Method Statements (RAMS)

We will conduct regular and site-specific risk assessments covering all aspects of roofing work, including but not limited to:

- Working at height
- Manual handling
- Use of ladders and scaffolding
- Working near electricity
- Weather conditions
- Roof structure integrity
- Use of hazardous materials

All roofing tasks will be carried out in accordance with a site-specific Method Statement, and these will be communicated to all team members before work begins.

4. Working at Height

As a roofing company, we place special emphasis on Working at Height Regulations 2005. Our control measures include:

- Using scaffolding or mobile access platforms where appropriate.
- Ensuring edge protection, guardrails, and fall arrest systems are in place.
- Training staff in the use of fall prevention equipment.
- Regular inspection of ladders, harnesses, and safety gear.
- Avoiding work at height during severe weather conditions.

5. Personal Protective Equipment (PPE)

Approved Roofing will provide appropriate PPE free of charge, including:

- Hard hats
- High visibility vests or jackets
- Safety boots
- Gloves and goggles
- Harnesses and fall restraint systems

All employees are responsible for wearing PPE correctly and reporting any defects.

6. Plant, Tools and Equipment

All tools, machinery, and plant used in roofing work will be:

- Regularly inspected and maintained
- Used in accordance with manufacturers' instructions
- Operated only by trained personnel
- Stored safely when not in use

Electrical tools will be PAT tested at appropriate intervals.

7. Training and Competency

Approved Roofing ensures that all operatives:

- Receive initial and ongoing training appropriate to their role
- Hold valid CSCS cards or equivalent certifications

- Attend regular toolbox talks and safety briefings
- Are kept up to date with changes in safety regulations and techniques

Supervisors and managers receive additional training in health and safety leadership.

8. Emergency Procedures

Each job site will have:

- An emergency evacuation plan
- A designated first aider
- First aid kits (clearly marked and easily accessible)
- Contact information for local emergency services
- Procedures for accidents, near-misses, and incidents, including RIDDOR reporting

All accidents will be investigated and documented to prevent reoccurrence.

9. Welfare Facilities

We will ensure all workers have access to:

- Drinking water
- Toilets and handwashing facilities
- Rest areas (or coordination with client facilities)

10. Monitoring & Review

- This policy will be reviewed annually or after any significant change in operations or

legislation.

- Health and safety audits and inspections will be conducted regularly.
- Feedback will be encouraged from all levels of staff to improve safety practices.

11. Policy Communication

- A copy of this policy will be made available to all employees and displayed at all sites.
- Induction training will include a review of this policy.
- Any updates will be communicated via toolbox talks, memos, and team meetings.

Signed:

Arron Dolan

Managing Director – Approved Roofing NE Ltd

Date: 16 June 2025