

Weatherbreak Windows Limited

**HEALTH & SAFETY
POLICIES & PROCEDURES MANUAL**

December 2021

Reviewed By

Peter Hedges

Trevor Walker

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WEATHERBREAK WINDOWS LTD

HEALTH AND SAFETY POLICY STATEMENT

1. Introduction

- 1.1 Section 2 (3) of the Health & Safety at Work etc. Act 1974 requires each employer to prepare, and when appropriate to revise a written statement of general policy with respect to the health and safety at work of its employees, and the organisation and arrangements in force for carry out the policy, and to bring the Policy Statement to the notice of all employees.
- 1.2 Section 2., below, of this document contains the Policy Statement of Weatherbreak Windows Limited (also referred to in this and other documents as the 'company'), its address being: Unit 21 Sundon Ind Estate, Dencora Way Luton, Bedfordshire, LU3 3HP. It has been prepared after due consultation with those members of staff involved in the Company's operation and the operation of this policy, and it has the full backing and authority of the Directors.

2. General Statement

- 2.1 It is our policy to perform work in the safest practicable manner, consistent with good practice. The health and safety of our employees and all those likely to be affected by our operations is the responsibility of management, and as a priority it ranks equally with production and profit. Adequate resources will be made available to ensure the success of this policy.
- 2.2 It is the duty of the management to do everything practicable to prevent injury and ill health and it is equally the duty of each employee to exercise personal responsibility for his or her own safety and that of others. The Law requires this.
- 2.3 All employees are to be aware that, in the event of any conflict between the demands of production and safety, they will receive the support of the Directors. If they reasonably choose the safety of employees or third parties as the priority.
- 2.4 It is our policy to adhere completely to the requirements of the Health and Safety at Work etc. Act 1974: the Workplace (Health and Safety and Welfare) Regulations 1992, and Electricity at Work Regulations 1989, the Management of Health and Safety at Work Regulations 1999, the Construction (Design & Management) Regulations 2015 and all Acts, Regulations and Codes of Practice made under the Acts which affect our operations.
- 2.5 The attention of all employees is directed to this Safety Policy and its Appendices. Any revisions will be incorporated when necessary, and these will also be brought to the attention of all personnel.
- 2.6 This Policy and Practices document will be reviewed annually. Development and re-planning of the Policy will be carried out as necessary on an on-going basis.

Signed:

Peter Hedges, Director

Dated: 21-12-2021

ORGANISATION

3. Responsibility

- 3.1 Responsibility for health and safety on our premise's, sites and elsewhere is delegated to the persons in charge of the work. They are responsible for the safe conduct of work in their areas, and this responsibility cannot be delegated to others.
- 3.2 Where difficulties arise in the maintenance of safe working conditions, or practices, reference must be made to the appropriate Director, who then has responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained.
- 3.3 Ultimate responsibility for health and safety matters rests with the Managing Director, Mr Peter Hedges.
- 3.4 Specific responsibilities of all employees are set out in Appendix 1 – Responsibilities, attached to this Policy Statement.

4. Health and Safety Advice

- 4.1 In order to obtain specialist advice and up to date information on all health and safety matters the Company has contracted [Trevor Walker- Health and Safety Consultant](#), to provide regular information and advice on health and safety matters.
- 4.2 In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the external consultancy, represented by its full-time, employed, NEBOSH Health and Safety Management Certificate qualified and IIRSM Associate member, Trevor Walker AIIRSM has been appointed as the Company's competent health, safety and welfare advisor - for the purpose of advising on, and assisting us with, at our request, the undertaking of the necessary measures to ensure compliance with statutory provisions.
- 4.3 It is the responsibility of the Contracts Managers, to ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions, which may be provided by a manufacturer/supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work Act 1974.
- 4.4 Any employee who is in doubt about safe working practices and procedures on site or in the works should contact Mr Peter Hedges, Managing Director, for advice.

5. Consultation

- 5.1 In order to comply with the Health & Safety (Consultation with Employees) Regulations, the Company will consult with Representatives of Employee Safety as identified in the Company H&S Organisation Chart, or with all employees.
- 5.2 Suggestions or comments on ways in which our health and safety performance can be improved will always be considered. They should be made to the Factory Manager, Team Leader or Contract Manager as appropriate.

ARRANGEMENTS

6 Safety Policy Review

- 6.1 The Health and Safety at Work etc. Act 1974 requires us to monitor the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of our safety performance and the functioning of the Policy is the task of the Directors. Annually, they will review the contents of this document and indicate ways in which our safety performance can be improved.
- 6.2 Health, safety and welfare may also be considered at site meetings with clients' or contractors' representatives, which the appropriate Site Manager will attend on behalf of the Company. At such meetings the company will share information with others present, and discuss safety policies, working practices, risk assessments, safety performance and other related matters covered by legislation
- 6.3 The Supervisor responsible for the work will monitor health and safety standards on sites, to ensure compliance with this policy, current legislation and guidance. The frequency of site monitoring will depend on the size of the contract and the foreseen hazards, but normally his visits will be made at least weekly.
- 6.4 Health, safety and welfare will be included as an agenda item for management meetings.

PRECAUTIONS TO MEET THE REQUIREMENTS OF COVID-19

To be able to continue to work on site without workers either contracting or spreading the virus during the works, the Company will ensure that at all times works will be carried out in accordance with the HM Government and Client's advice and guidance, as this may change during the works

7. Training

- 7.1. It is the responsibility of Peter Hedges, in liaison with the appropriate Directors and Managers and the H&S Advisor, to review the health and safety training needs of all employees, at all levels, at regular intervals. Training will be given to all employees as necessary up-dating documentation by name, date and role.
- 7.2 The Contracts Manager and Production Supervisor, as appropriate, are required to review with any new employee any hazards, and the specific health and safety rules applicable to the work to be done, before putting the employee to work. Similarly, those transferring from job to job, will be given any necessary information by those in charge of the work; introduction of new technology or working methods will also be occasions when further training will be provided.

8. Documentation

- 8.1 Accident details must always be entered immediately into the Company Accident Book, however trivial they may appear to be. In addition, and as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accidents resulting in a fatality, a major injury or in absence from normal work for more than seven days must be reported to the Health and Safety Executive by the "responsible person" as defined below (see 8.5). Accidents to non-employees must also be reported using this system, as it is our responsibility to report certain injuries to non-employees.

The procedure is detailed on the form F2508 pad cover, together with the definitions of "specified major injury" and "dangerous occurrence".

- 8.2 Fatal or major injury accidents must also be reported by telephone immediately to the Managing Director.
 - 8.3 Dangerous Occurrences as defined by law, and listed on the RIDDOR web site must also be reported immediately to the Managing Director, who will notify the Health & Safety Executive by telephone followed by an online report on Form F2508 irrespective of whether an injury has occurred.
 - 8.4 Details of diseases and conditions which are listed on the RIDDOR web site and HSE Accident information guide leaflets and which are notified to us in writing as having been suffered by employees, will be reported to the Health & Safety Executive by the Managing Director.
 - 8.5 The Managing Director will hold documentation for ALL accidents, dangerous occurrences and notifiable diseases and conditions (see para 8.1).
 - 8.6 The appropriate Director, Manager or the H&S Advisor will carry out investigations of serious accidents and dangerous occurrences.
9. First-Aid Facilities
- 9.1 To comply with the Health and Safety (First-Aid) Regulations, the Directors will supply the Office and factory premises and vehicles with adequate first-aid equipment and facilities as necessary. At the Office premises, the Finance Manager is designated as the 'appointed person' for the purposes of these Regulations. The function of the 'appointed person' is to take charge of the equipment and facilities, to replace missing or defective items and to summon assistance if required to do so.
 - 9.2 The names of those persons trained and certificated in first aid will be displayed within the Office and in the factory premises.
 - 9.3 Fitting teams must ensure that the first-aid equipment in the vehicle for which they are responsible is maintained to the required standard of contents, and are to request the replacement of defective or missing items from the Contracts Manager or Lead Fitters.
10. Safety Rules
- 10.1 Statutory requirements are viewed as being the minimum acceptable standards, rather than the ideal maximum. In addition, to statutory requirements, the following safe operating practices and procedures must be strictly adhered to by all employees regardless of the nature of their specific duties. Wilful disregard by any employee of any safety rule may be considered sufficient cause for immediate dismissal. Some of these rules are statutory requirements and are included as reminders.
 - 10.2 Personal protective equipment shall be worn without exception wherever necessary, as identified by risk assessments.
 - 10.3 Safety boots or shoes must be worn at all times where a risk of injury to the feet has been foreseen during risk assessment.

10.4 Fire-fighting equipment is provided in all places of work. All employees must be aware of the location of fire extinguishers and of their method of operation.

10.5 Fire Prevention and Emergency Arrangements on site

10.5.1 General Requirements:

The Site Supervisor shall, during the performance of the construction phase, make adequate safety arrangements for the protection of tenants, visitors and principal contractor's personnel and other interested parties visiting site. Names, addresses and telephone numbers of emergency services shall be readily available to the Principal Contractor's personnel attending site. The Site Supervisor shall provide and maintain, for the duration of the construction phase temporary Class "A" portable fire fighting equipment at specified points e.g. metal grinding work. All fitting teams, are required to carry a mobile phone at all times so that emergency situations such as fire or injury can be reported immediately to the emergency services and the Principal Contractor.

10.5.2 Arrangements:

Prior to the installation phase, the Site Supervisor shall undertake a general risk assessment of the site; provide adequate fire and safety instructions ensuring that their personnel are informed of fire safety and evacuation procedures. The Site Supervisor shall ensure that all additional personnel, including any appointed contractors' are fully conversant with the health and safety arrangements. A copy of the assessment and arrangements are available on-site.

10.6 All access equipment including ladders must be kept in good repair. Mobile towers must only be erected by those trained to do so, holding valid PASMA Qualifications and in accordance with the makers' or suppliers' instructions, which are circulated with other relevant safety documents.

10.7 The use of 'easi-dec' access platforms is restricted to trained personnel only and these will be supervised, by a site manager, familiar with the 'easi-dec' surveyors manual, 100% of the time whilst using the 'easi-dec' on second floor properties.

10.8 All injuries, no matter how slight, must be reported immediately and details entered in the accident book.

10.9 Untidy areas and methods of working create unacceptable risks and must be avoided at all times.

10.10 Only authorised personnel are to operate plant or machinery.

10.11 Our work is generally of a high profile nature so work will be planned and carried out so as not to endanger clients, members of the public and other third parties.

10.12 Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons found to be displaying symptoms of alcohol or drug abuse will be subject to disciplinary action and possible immediate dismissal.

10.13 No one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.

- 10.14 Horseplay, scuffling, and other acts which tend to endanger the safety or well-being of employees are prohibited.
- 10.15 Portable tools and other work equipment such as plant and test equipment must be kept and maintained in good condition for the tasks for which they will be used. Worn or broken tools must be replaced immediately, and it is the personal responsibility of each employee to ensure that this is done.
- 10.16 Abrasive wheels and cutting discs may only be changed by persons who have been trained, holding valid 'Abrasive Wheels qualifications and appointed in writing to do so. Persons not so appointed must not attempt to change an abrasive wheel.
- 10.17 Safety rules and advice covering specific work areas and / or systems of work will be attached as Appendices to this policy statement. The following Appendices are attached:
- Appendix 1 Responsibilities
 - Appendix 2 Asbestos Awareness Policy
 - Appendix 3 Consultation with Employees
 - Appendix 4 Company Profile
 - Appendix 5 Company H&S Organisation Chart
 - Appendix 6 Data Protection - Company Policy
 - Appendix 7 Drugs and Alcohol Misuse Policy
 - Appendix 8 Electrical Safety (Portable Appliance Testing)
 - Appendix 9 Environmental Policy
 - Appendix 10 Equality and Diversity Policy
 - Appendix 11 Factory Premises Safety Rules
 - Appendix 12 General Access Scaffolds and Ladders
 - Appendix 13 Manual Handling Procedures
 - Appendix 14 Movement of Plant and Materials on Site
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 - Appendix 23 Use of Mobile Phones by Vehicle Drivers – Government Advice

SITE & INSTALLATION SAFETY RULES

11. Work Equipment

- 11.1 The Company will ensure that all tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)..
- 11.2 It is the duty of the Contracts Manager or Site Supervisor as appropriate, to ensure that all work equipment hired, or purchased, for use by our employees is suitable for the purpose for which it is used.
- 11.3 Where tools or equipment are issued to employees for their personal use, those employees are responsible for ensuring that the item is kept in good working order and that any defects are reported.
- 11.4 The Contracts Manager or Site Manager as appropriate is responsible for ensuring that all work equipment is properly maintained. They are also to ensure records of servicing, inspection, calibration and statutory tests/examinations are properly kept.
Examples of records are:
- Ladders and access equipment regular inspection and maintenance
 - Portable electrical appliance testing
 - Calibration of test equipment
 - Statutory examination/test of lifting equipment, pressure systems and exhaust ventilation.

12. Arrangements for Special Hazards

- 12.1 There are a number of special hazards, which have potentially serious consequences and which have been identified as 'high risk' in our risk assessments (see Section 12). These include:
- Work with asbestos-containing products
 - Work with COSHH substances
 - Work in noisy areas
 - Work near live electrical systems
 - Work on scaffolding
 - Work on flat or fragile roof surfaces
- 12.2 These activities will require a specific risk assessment to be made prior to the commencement of work. The Contracts Manager has responsibility for ensuring that a site specific risk assessment has been carried out before the work starts. Further information on standard precautions is given in Section 13 below.
- 12.3 All those to be involved in the work will be made aware of the control measures for the identified risks and any procedures to be followed.

12.4 Work requiring interface with customers' activities may be governed by a specific risk assessment or written safe system of work.

13. Risk Assessment & Controls

13.1 Risk assessments and their significant findings will be required to be made and publicised by the Company, by the Management of Health and Safety at Work Regulations 1999, and other Regulations.

13.2 The Contracts Manager has overall responsibility for all risk assessments of all hazardous activities, as required by these Regulations. Installation work risk assessments will be made site specific as required, by the Contract Manager or Site Manager (see 13.8) below). The Company Risk Assessment Forms will be used for this purpose. The Finance Manager is responsible for risk assessments of office work, including those for display screen equipment in the Office. The Production Manager is responsible for risk assessments in the factory, assisted by the H&S Advisor.

13.3 Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed if appropriate.

13.4 Risk assessments will be reviewed at annual intervals or whenever it is suspected that they may no longer be valid. This is the responsibility of our Mr. Hedges in conjunction with the other Director and Managers responsible for work areas and assistance from our H&S Advisor.

13.5 Records of any health surveillance, medical and other individual health records, which may be required will be kept securely in our personnel files, and will be kept for 40 years after the date of the last entry as required by law.

13.6 Training will be given to operatives as necessary, in order to make them aware of the findings of the assessments and the required control measures, which may include the selection, use and maintenance of personal protective clothing and equipment.

13.7 All work will be negotiated and priced taking risk assessments into account.

13.8 A generic written assessment will be available for each task with significant risks normally carried out during our work. This will be reviewed as required, by the Contract Manager or Site Supervisor, taking into account, local risk factors where these are appropriate under the actual working conditions.

13.9 In general, the priority will be for an alternative, less hazardous procedure to be specified as the control measure to be preferred.

13.10 Any necessary plant, equipment, monitoring, hygiene and welfare facilities, and protective clothing and equipment specified in the risk assessment must be present at the relevant location before the task is carried out.

13.11 Manual handling operations - All manual handling operations having a risk of injury, which our employees carry out will be identified and recorded by the Production Manager or Site Supervisors. Where these cannot be avoided, mechanised or automated, specific assessments will be made and procedures developed to minimise the risks involved in each case. Appropriate selection of

staff as to capability will then take place, followed by necessary training and the giving of appropriate information and instruction. All employees are encouraged to discuss potential manual handling problems not so identified with the person in charge of the work, together with any work involving repetitive motion.

- 13.12 Control of substances hazardous to health (COSHH) - Information on materials used in our work will be obtained from the manufacturer or supplier. Monitoring of the working atmosphere may be required and will be indicated on the relevant COSHH assessment. The COSHH assessments will be made for work with applicable substances by the Site Supervisor in liaison with the Contracts Manager, who will review them annually at the time of the Policy review, or whenever it is suspected that they may no longer be valid. Assessments are site-specific and carried out by the relevant Site Supervisor, the nominated employee in charge of the work, as required. Substances and work processes in the production areas, which could cause health hazards will be assessed by the Production Manager.
- 13.13 Any necessary work with new materials or substances rated as hazardous must not commence until the necessary information has been obtained, or the material has been analysed, and an assessment made of the risks involved in the operation. Where appropriate, Clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed.
- 13.14 The following general precautions apply to the use, handling and transport of all substances. Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.
- Contact of chemical products with the eyes, skin and mucous membranes should be avoided wherever possible. Protective clothing and equipment supplied is intended to prevent this. Good personal hygiene practices must be observed. The inhalation of chemical products and dust should be avoided. Adequate ventilation or respiratory protective equipment will be provided if appropriate.
 - Materials should not be used in areas where food is being eaten.
 - Facilities for washing and cleaning the skin must be made available, together with necessary and suitable cleansers and barrier creams.
 - Chemical products and materials are to be stored in ventilated areas away from temperature and environmental extremes.
 - Spillages must be cleaned up immediately, and waste and used containers disposed of properly.
 - Read the data sheet, container labels and detailed health and safety information before using any chemical products.
- 13.15 Asbestos - The Director or Manager or Supervisors responsible for the work must ensure that specific enquiries are made of the client as to the presence of asbestos at the pre-tender stage of the contract. The latest Asbestos Survey will be requested and scrutinised to ensure that there are no ACM's within the works area. When asbestos is suspected or known to be in any material to be handled

by our employees, no work must be undertaken until a sample has been analysed, an assessment carried out and appropriate control measures put in hand prior to commencement of any works.

Upon identification of exposed asbestos or suspected exposed asbestos, immediately cease work and tell other workers in vicinity to cease work and leave the work area. Immediately advise the Company Supervisor or Manager of the problem. The Company's **Director** will then inform the **Client or Client's Agent** (as appropriate) of the problem. Work will not resume until the 'all clear' has been given by **the party responsible for the premises and for the safe removal of asbestos from the premises**

- 13.16 Noise at Work -is subject to the Control of Noise at Work Regulations. Noise assessments will be made as required by the Regulations when the noise action levels are likely to be reached, and details and instructions for safeguarding hearing will be given to employees as appropriate by the Production Manager. The latest Noise at Work Assessment report is held by the Personnel & H&S Manager.

The **Company** provides the appropriate Personal Protective Equipment ('PPE') when appropriate to minimise risk of ear damage and organizes work patterns and provides suitable PPE so as to minimise the risk of hand-arm and whole-body vibration injury where the use of hand held vibration-making equipment is found to be unavoidable after risk assessment

- 13.17 Live electrical systems - Whenever, there is a possibility of live wiring or equipment adjacent to the area of work the work is to be stopped until the power has been isolated. All electrical systems must be proved dead before work starts. **NO assumptions** about the state of any system must be made without positive verification - All circuits must therefore be assumed live unless it is established they are dead.
- 13.18 Scaffolding - All of which is to be erected, altered, or dismantled only by competent and qualified, specialist Contractors, should be incapable of being climbed outside working hours, by the removal of any ladders at ground floor level. Scaffolding erected for more than seven days must be inspected by a competent person and the results recorded. This may be arranged to be done by the scaffold contractor but a specific check must be made on each site by the nominated person in charges of the work, to ensure that inspections are made as required. All scaffolds must be inspected before first use by our employees. (See Appendix 12 General Access Scaffold and Ladders and Appendix 20 Working on Scaffolding).
- 13.19 Fragile supporting materials, fragile roofs and works on flat roofs in high winds - must be specifically identified by the Site Supervisor. The use of crawling ladders and boards is always required on fragile material. This must be made known to employees likely to work on them. The advice of the Contracts Manager should be obtained before work starts if there is any doubt about the precautions required in particular circumstances. For work on flat roofs in high winds, the precautions necessary may include use of safety harnesses and this will be identified by specific risk assessment.
- 13.20 The Production Manager is responsible for fire precautions and assessments in the factory premises and the Finance Manager for the Administration block. They will ensure that all reasonable steps have been taken to comply with the Fire

Certificate issued for the building, and carry out risk assessments to comply with the Regulatory Reform (Fire Safety) Order 2005. Risk assessments will include:

- All fire hazards have been identified
- An adequate means of fire detection and warning is available and maintained
- There is an adequate means of escape in the event of a fire
- Escape routes are kept clear
- Sufficient fire fighting appliances are available and properly maintained
- A written emergency evacuation procedure is available and practised at least annually.

14. Environmental impact

As our activities may have environmental implications, we therefore pursue a policy designed to minimise environmental damage. Our operations will be managed and organised so as to reduce so far as is reasonably practicable environmental damage caused by noise, waste disposal dust and damage to groundwater and drainage systems. In pursuance of this policy, environmental considerations will be taken into account in pricing work. (See Appendix 21 Waste Management Policy).

15. Emergency Procedures

- 15.1 Fire, and other unforeseen emergency procedures, will be covered as part of the induction training given to all new employees on joining the Company and to all employees before starting work on each site.
- 15.2 Where employees are employed on short duration works they are to ensure that they are aware of all emergency and evacuation procedures in force in the premises that they working. They must also be aware of the location of any fire-fighting and other emergency equipment available.
- 15.3 It is the responsibility of the Managing Director, Contracts Manager or Site Supervisor responsible for the work to liaise with the client or principal contractor with regard to the action to be taken in the event of an emergency. They will also ensure that the necessary information and equipment is made available to our employees.

16. Information for employees and others

- 16.1 Other contractors and clients will be given a copy of this Policy Statement on request.
- 16.2 Employees will be asked to read this Policy Statement on joining the company as part of their induction training. Their attention will also be drawn to the generic risk assessment system.
- 16.3 Employees will be advised by the supervisor or nominated person supervising the work of risks drawn to the Company's attention by other employers sharing a particular workplace.

17. Design Safety and CDM Compliance

- 17.1 Those preparing tenders and designs on our behalf will alert clients of any duties they may have under the Construction (Design and Management) Regulations (CDM 2015). They will follow the design's duties as defined in the Approved Code of Practice (*HSE L153*) and will ensure that the design complies with current standards and legislation.
- 17.2 Staff selecting windows and preparing designs on our behalf must be aware our duties under the Construction (Design and Management) Regulations (CDM 2015).
The guiding principles for all designs prepared by us will be to design to avoid risks to health and safety so far as is reasonably practicable and where possible to remove or reduce the risk at source.
- 17.3 The person with final responsibility for design safety matters is the Managing Director, who will also satisfy himself of the competence of the sales staff and Surveyors undertaking design.
- 17.4 It will be our practice to co-operate with the [Principal Designer](#), where appointed, and with other designers involved in projects to make the maximum contribution to design safety.
- 17.5 The person with final responsibility for design matters is the Managing Director, who will also satisfy himself of the competence of any external designers used by the Company and any subcontractor to whom work is passed.

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 1

RESPONSIBILITIES

This Appendix to the main Safety Policy document details the responsibilities for safety at all levels of management and operatives. In all cases where responsibility is felt to be unclear, the advice of the Directors should be obtained.

1. The Managing Director (the Director with final responsibility for health and safety) will:
 - a) Initiate, administer and interpret the effective implementation of the Health and Safety Policy.
 - b) Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to our activities, and a general knowledge of, the Construction Regulations, the Workplace (Health, Safety and Welfare) Regulations 1992 and Regulations and Codes of Practice relevant to the Company operations.
 - c) Arrange for funds and facilities to meet the requirements of the Policy.
 - d) Promote the safe conduct of work generally, and review our safety policy and performance, arrangements and generic risk assessments annually.
 - e) Receive and consider suggestions made by employees concerning their health and safety at their workplace, and for improving our health and safety performance generally.
 - f) Set a personal example, including the wearing or use of protective clothing or equipment as appropriate.

2. Mr Brian Geraghty, the Systems and Health and Safety Co-ordinator will:
 - a) Have an understanding of the application of the Health and Safety at Work etc. Act 1974. The Management of Health and Safety at Work Regulations 1999 and other relevant legislation to our activities, and a general knowledge of the Electricity at Work Regulations 1989, the Construction Regulations and the Construction Design & Management Regulations (CDM 2015).. The Workplace (Health, Safety and Welfare) Regulations 1992 and relevant special Regulations and Codes of Practice.
 - b) Promote the safe conduct of work generally, and review our performance and arrangements annually in conjunction with the Company Directors.
 - c) Be aware of changes in legislation, which affect our activities.
 - d) Receive and consider suggestions made by employees concerning their health and safety at their workplace, and for improving our health and safety performance generally.
 - e) Reprimand any employee failing to exercise their safety responsibilities.

- f) Co-ordinate health and safety information and disseminate such information in his position as appointed “competent person” under the Management of Health and Safety at Work Regulations 1999.
 - g) Ensure that users of articles and substances supplied or hired to us are made aware of any necessary instructions or information provided by the manufacturer or supplier which assists with the taking of necessary measures for their own or others' health or safety.
 - h) Ensure that ongoing assessment of the risks associated with all hazardous work activities have been carried out and will review the assessments annually with the appropriate Director.
 - l) arrange for the assessment of any COSHH substances found or created during our work and for ensuring that the necessary instructions, training and protective equipment is given to employees that the assessment finds to be necessary.
 - j) Review our health and safety-training needs at regular intervals, and review with new installation work employees, hazards and specific rules relating to the work to be done.
 - k) Investigate serious accidents and dangerous occurrences in liaison with Directors and Managers.
 - l) Ensure that adequate supplies of first-aid equipment are issued to the Office and vehicles, and that they are kept correctly stocked,
 - m) Take responsibility for the design function of the Company activities as it relates to health and safety issues and compliance with the Construction (Design and Management) Regulations (CDM 2015)..
 - n) Make and issue specific risk assessments where necessary, and modify generic risk assessments applicable to the work. He will also devise safe systems of work where necessary, particularly for work where specific risk assessments have been made.
 - o) Ensure that Tenders are adequate to cover safe methods of working and the provision of the required access facilities.
 - p) Investigate serious accidents and dangerous occurrences.
 - q) Carry out site-specific risk assessments for general risks, and for special work activities identified in Section 11.1 of the Policy. He will identify and determine precautions and control measures necessary in particular circumstances, especially in respect of the identification of the need to wear personal protective equipment, and manual handling tasks.
 - r) Set a personal example, including the wearing or use of protective clothing or equipment as appropriate.
3. The Finance Manager, with the co-operation and assistance of the in-house H&S Advisor will:
- a) Have an understanding of the application of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and other relevant legislation to our activities, and a general knowledge of the Workplace (Health, Safety and Welfare) Regulations 1992, The Reporting of Injuries, Diseases

and Dangerous Occurrences Regulations, and relevant special Regulations and Codes of Practice.

- b) Carry out risk assessments for office work, including display screen workstations and manual handling tasks, and be responsible for health and safety generally within the office.
 - c) Act as the appointed person in charge of the Office first-aid facilities, and supervise the availability of the Administration Office volunteer First Aider.
 - d) Ensure that Office fire-fighting equipment is serviced regularly.
 - e) Ensure that adequate supplies of first-aid equipment are issued to the Office, and that they are kept correctly stocked.
 - f) Set a personal example, including the wearing or use of protective clothing or equipment as appropriate.
4. The Managing Director, with the co-operation of the in-house H&S Advisors, will:
- a) Have an understanding of the application of the Health and Safety at Work etc. Act 1974. - The Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992. - The Provision and Use of Work Equipment Regulations 1998 and other relevant legislation to production activities, and a general knowledge of the Electricity at Work Regulations 1989, and other relevant special Regulations and Codes of Practice.
 - b) Promote the safe conduct of work generally, and review our performance and arrangements annually in conjunction with the Company Directors.
 - c) Be aware of changes in legislation, which affect our activities.
 - d) Receive and consider suggestions made by employees concerning their health and safety via the H&S Committee, and for improving Company health and safety performance generally.
 - e) Be responsible for making direct telephone and online notifications of serious injuries, dangerous occurrences and notifiable diseases to the enforcing authority, and take charge of office-held health and safety documentation. In his absence, or by delegation, these reporting responsibilities will be undertaken by the Finance Manager.
 - f) Reprimand any employee failing to exercise their safety responsibilities.
 - g) Investigate serious accidents and dangerous occurrences within the production area, or in his absence, or by delegation, ensure such duties are carried out by the qualified Company Health & Safety Advisor.
 - h) Make and issue specific risk assessments where necessary, and modify generic risk assessments applicable to the work. He will also devise safe systems of work where necessary, particularly for work where specific risk assessments have been made. He may delegate preparation of some risk assessments, in the first instance, to the qualified H&S Advisor.

- i) arrange for the assessment of any COSHH substances found or created during production work, and for the giving of necessary instructions, training or equipment to employees, which the assessment finds to be necessary.
 - j) Review our health and safety-training needs of production personnel at regular intervals, and review with new employees any hazards and specific rules relating to the work to be done.
 - k) Set a personal example, including the wearing or use of protective clothing or equipment as appropriate.
5. The Production Manager, with the co-operation and assistance of the H&S Advisor will:
- a) Have an understanding of the application of the Health and Safety at Work Act 1974. - The Management of Health and Safety at Work Regulations 1992, the Workplace (Health, Safety and Welfare) Regulations 1992. - The Provision and Use of Work Equipment Regulations 1998 and other relevant legislation to production activities, and a general knowledge of the Electricity at Work Regulations 1989, and other relevant special Regulations and Codes of Practice.
 - b) Promote the safe conduct of work generally, and review our performance and arrangements annually in conjunction with the Managing Director..
 - c) Be aware of changes in legislation, which affect the Company's activities.
 - d) Receive and consider suggestions made by employees concerning their health and safety at their workplace, and for improving our health and safety performance generally.
 - e) Reprimand any employee failing to exercise their safety responsibilities.
 - f) With the Company H&S Advisor, investigate serious accidents and dangerous occurrences within the production area.
 - g) Make specific risk assessments where necessary, and modify generic risk assessments applicable to the work. Devise safe systems of work where necessary, particularly for work where specific risk assessments have been made.
 - h) Review our health and safety-training needs of production personnel at regular intervals, and review with new employees any hazards and specific rules relating to the work to be done.
 - l) set a personal example, including the wearing or use of protective clothing or equipment as appropriate.
6. The Contracts Manager and Site Installation Managers, with the co-operation and assistance of the Company H&S Advisors, will:
- a) Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to our activities, and a general knowledge of the Electricity at Work Regulations 1989, the Construction Regulations and the Construction Design & Management Regulations (CDM 2015) and relevant special Regulations and Codes of Practice.

- b) Promote the safe conduct of work generally, and review our performance and site work arrangements with the Directors.
- c) Be aware of changes in legislation, which affect our activities.
- d) Make generic risk assessments site specific as applicable and modify the control measures to be taken as necessary to suit the conditions on site. He will also devise safe systems of work where necessary.
- e) Reprimand any employee failing to exercise their safety responsibilities.
- f) Ensure that suitable risk assessments are available, before the start of work on site, which identify and determine precautions and control measures necessary, especially in respect of the identification of the need to wear personal protective equipment, and manual handling tasks.
- g) Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on-site visits.
- h) Ensure Health and Safety File Information is available on site

The Health & Safety File will be maintained as an accurate source of information that will be of use to any persons involved with the site of future projects and also for those who are required to operate, maintain, repair or remove the completed work. Throughout the project the Site Supervisor in charge of the Site, together with the Contract Manager, shall develop the H&S File. On completion of the work this file shall be handed over to the Client's Management (for example the Local Authority Representative).

The site H&S File is a receptor for essential construction information containing inherent health and safety risks of the final work. Drawings, documents and plans showing fabrication details, fixing methods and material types derived during the tendering, manufacturing and installation phases of the construction work shall be available.

- i) Review the Site Diary every 7 days and verify H&S File status with respect to:
 - If there has been a requirement for additional risk assessments
 - Status of all the necessary drawings, documents and plans showing fabrication details, fixing methods and material types derived during the tendering, manufacturing and installation phases of the construction work ensuring they are up to date.
 - The scaffold inspections were carried out
 - Any need for modifications to this document
 - Records of Tool & Equipment inspections and testing
7. Site Supervisors, and other persons supervising site work, with the assistance of the Contract Manager, will:
- a) Ensure that all site H&S incidents are immediately reported to the Principal Designer and all written reports copied to him/her.

- b) Know the requirements of the Construction (Design & Management) Regulations (CDM 2015) and other relevant legislation.
- c) Determine before the work commences the most appropriate order and method of working to ensure the safety of fitters and third parties.
- d) Determine the hazards applicable to the work to be carried out and complete risk assessments as appropriate to the work.
- e) Carry out manual handling risk assessments, and determine precautions and control measures so as to minimise risks to employees from manual handling activities carrying a risk of personal injury, so far as is reasonably practicable.
- f) Ensure hazards from material stacking, positioning of plant and installation of electricity supply is eliminated.
- g) Plan and maintain tidy work areas.
- h) Ensure that working methods established do not require or allow persons to take unnecessary risks.
- i) Make sure that suitable personal protective equipment and clothing is available, where appropriate, as required by risk assessments, and that it is used. They will give instructions on its proper use, maintenance and storage as required by the Personal Protective Equipment at Work Regulations 2002
- j) Ensure that all machinery and plant, including power and hand tools and test instruments, is checked, that it is in good and safe condition, and that any defects are reported to the plant hire-company or owner.
- k) Ensure that adequate first-aid facilities are available during working hours.
- l) Review with new or transferred employees any hazards and specific rules relating to the work to be done, in addition to their job induction training.
- m) Ensure that scaffolding is inspected as required at weekly intervals, and that all scaffolding used by our employees is inspected before first use.
- n) Set a personal example, including the wearing or use of protective clothing or equipment as appropriate.
- o) Prevent the situation where an individual is working alone wherever possible, and ensure that all employees or sub-contractors that could be placed in such a position carry a mobile phone so that they could telephone for assistance if necessary.
- p) Employees or sub-contractors should avoid any situation they have reason to believe could develop into or result in violent conduct of a resident or tenant. In the event of difficulties arising, Weatherbreak Windows Limited staff or sub-contractors should immediately withdraw from the site, but should remove any tools or substances normally employed whilst installing windows and doors.

8. Employees will:

- a) Use the correct tools and equipment for the job, including safety equipment and protective clothing as necessary.

- b) Keep tools in good condition.
- c) Report to the person in charge of the work any defects in plant or equipment of which they become aware.
- d) Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
- e) Avoid improvising which entails unnecessary risks.
- f) Warn new employees of known hazards and set personal example.
- g) Refrain from horseplay and the abuse of welfare facilities.
- h) Report incidents, which have led or may lead to injury.
- i) Suggest ways of eliminating hazards.
- j) Co-operate in the investigation of any accidents

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 2

ASBESTOS AWARENESS POLICY

To meet and comply with Asbestos Regulations 2015

No work involving installation, removal or disturbance may be taken on Asbestos materials except by a licensed contractor.

If the presence of asbestos is discovered, or suspected, personnel must Report immediately to the Director of Customer Services or the Site Manager.

IF YOU SUSPECT THE PRESENCE OF ASBESTOS – STOP WORK IMMEDIATELY !

Where to look for Asbestos

- Insulation and sprayed coatings used for boilers (boiler rooms), insulation of pipe work (hidden in floors and lofts), hidden behind false ceilings, thermal and acoustic insulation of buildings (home recording studios).
- Insulation board found in: corrugated roofing and cladding sheets of building, flat sheets used in partitions, cladding and door facings

How Asbestos Can Affect You

- Asbestos breaks into tiny, long, sharp fibres. They can get lodged and scar lungs, causing - Asbestosis of fibrosis.
- Asbestos can cause lung cancer.
- It can cause mesothelioma, a cancer of the inner lining of the chest wall. **This cancer is Incurable.**
- Smokers are at much more risk to asbestos diseases.

Hazardous Work

- Plumbers, carpenters and electricians working on building repair are considered most at risk.
- Old building constructed in the 1950s and 1960s may have many forms of asbestos material.
- The removal of roofing felts, old floor tiles, textured paints and plasters containing asbestos.
- Remember someone else's work (including client DIY) could be putting you at risk.

BE AWARE – BE CAREFUL – BE SAFE

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 3

CONSULTATION WITH EMPLOYEES

In order to comply with the Health & Safety (Consultation with Employees) Regulations, the Company will consult with Representatives of Employee Safety whenever the following are being considered:

- a) The introduction of any measure at the workplace which may substantially affect the health and safety of employees
- b) The arrangements for nominating competent persons to assist the company on health and safety matters and to take charge of measures to combat identified serious and imminent danger at the workplace (as required by the Management of Health and Safety at Work Regulations 1999)
- c) The provision of any statutory health and safety information
- d) The planning and organisation of any health and safety training the company is required to provide
- e) The introduction of new technologies into the workplace with health and safety consequences

The Company has decided that representatives of employee safety will be elected by the work force in the following areas:

- Offices; Factory Premises; Site and installation teams.

The elected Representatives will have the rights to inspect the Company's health and safety documentation, apart from those items excluded by the Regulations. They have the right to make representations to the Company on potential hazards and dangerous occurrences, which affect their constituents and on general matters (including those on which the Company consults them as set out in the list above). They may also represent their constituents in consultation with enforcement authority inspectors.

The Company undertakes to ensure the elected Representatives receive such training as is reasonable in all the circumstances in respect of their functions, and will pay the reasonable costs and expenses in connection with this training. It will permit each representative to take time off with pay as necessary, both to undergo the training and to perform their functions. The Company will also provide the facilities, which Representatives may reasonably require in order to carry out their functions.

Meetings with representatives of Employee Safety will be convened as and when considered necessary by the Company or at the request of the Representatives. Meetings will be chaired by the Managing Director, or such Manager delegated by him, who is responsible for the production of Minutes which will be copied to the Board, as well as being posted on all Company notice boards.

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 4

COMPANY PROFILE

Weatherbreak Windows Limited has built a first-class reputation over thirty years for the provision of high-quality windows and doors, supported by a concern for client and customer care, which is unequalled in the contract window replacement sector.

The Company has achieved growth through the sale of tailored window designs based on the excellent window systems provided by Liniar Profiles, Smarts Aluminium Systems & Distinction Doors Composite Slabs. Recognising market changes, Weatherbreak reviews current legislation and with capital investment seeking to keep their portfolio of products in the forefront with market leading conservation safety and security. All our products are manufactured at our Luton factory to BS Kite Mark and Secure by Design Standards using ISO9002: 2000 managed processes. We are constantly reviewing all operations within the business especially after the recent events of the global pandemic of the last 18 months for continuity of supply and keeping our staff and customers safe and within latest guidelines.

At the start of the corona virus pandemic of 2020 the Company saw a greater client base than ever, predominately composed of District Councils, Borough Councils and Housing Associations. Business activities with these organisations amounts to more than 95% of Weatherbreak Windows Limited turnover, and in turn drives best value and customer service, essential in supplying the public and private sectors.

Responsive to both customer expectations and market conditions, The Company have, in the last few years, added to their management team. This has resulted in expanding operations, introduction of lean manufacturing concepts and established additional industrial facilities to increase manufacturing capability.

With emphasis on customer service the Company has, and continues, to invest in e-business driven service tools. A company web site was review and re-launched in 2021 to support this activity interactively.

The main interface with customers and their tenants is through our installation and surveying teams which support the delivery of our excellent product range. In recognition of the importance of this area of our business we have strengthened the installation management team, and have invested in NVQ and CSCS qualifications.

The Company's growth through its expansion programme enables us to share our approach to best value with an increasing number of District and Borough Councils, Housing Associations and main contractors. Our ongoing drive for excellence has its reward in continued growth, and high levels of customer satisfaction.

We recognise that our staff are the fundamental asset on which the Company's success is based.

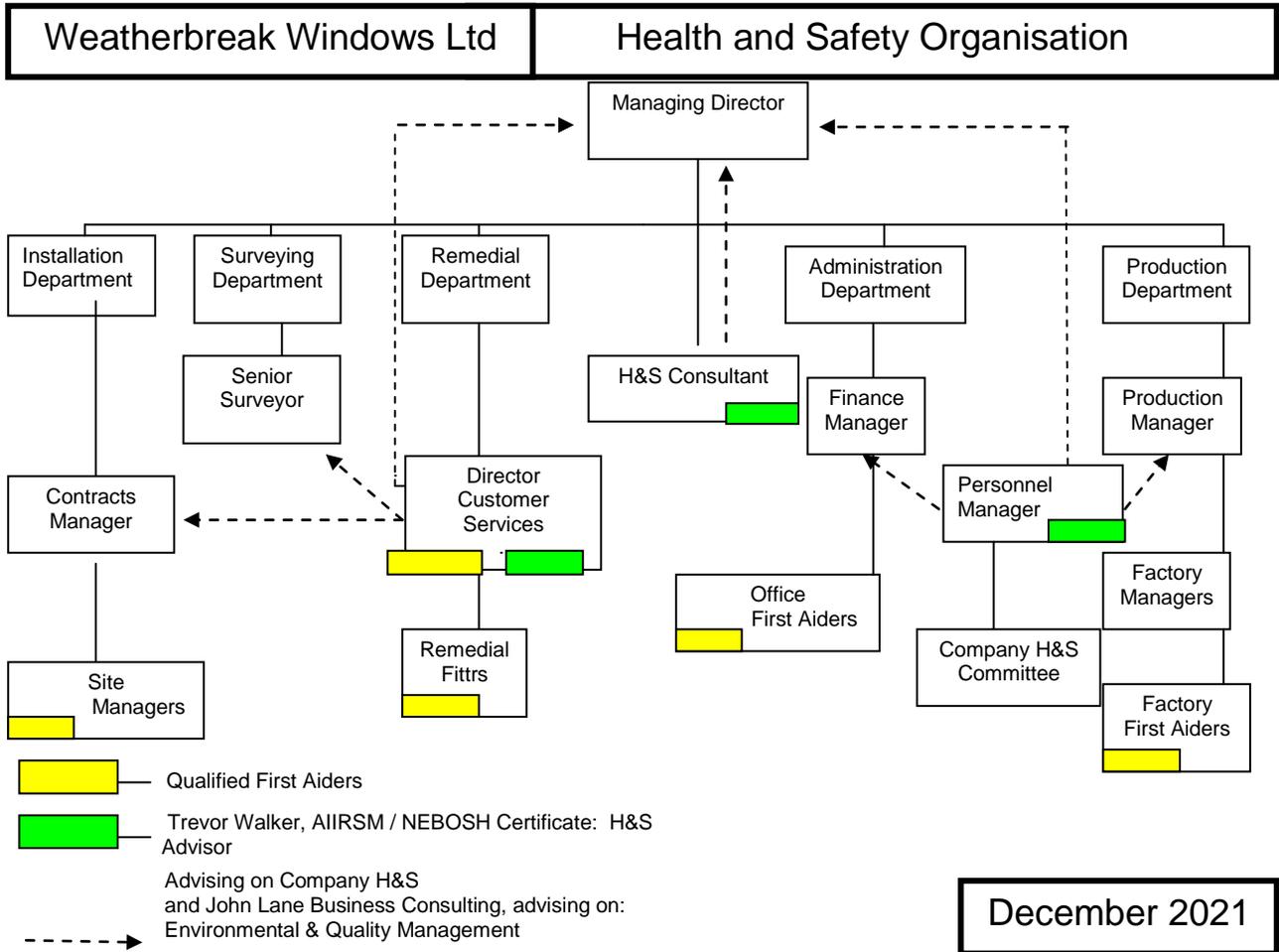
For more information visit our web site: www.weatherbreak.co.uk

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 5

COMPANY H&S ORGANISATION CHART



Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 6

DATAPROTECTION - COMPANY POLICY

As an organisation that holds personal data relating to staff (such as names, addresses, and dates of birth) on computer we are required under the [General Data Protection Regulation \(EU Regulation 2016/679\)](#) (the 'GDPR') to follow the following eight principles put in place by the Act. This is to ensure that such information is handled properly

These state that data must be

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- not kept for longer than necessary
- processed in line with the rights of the individual
- kept secure, and
- not transferred to countries outside the European Economic Area unless the information is adequately protected.

It is Company Policy to comply as fully as possible with the eight principles above. Accordingly we must advise that all personnel with access to the time recording and networked systems should note the following company rule:

No Weatherbreak Windows Limited data (including, but not limited to, forms, process documentation, contract related information or general company information) may be copied so that it can be removed from outside the network environment or the Company's premises unless it is done as part of a documented Weatherbreak Windows Limited business process.

Doing so without prior written permission is a dismissible offence and may leave you open to prosecution under the Data Protection and Copyright Acts. This includes sending confidential company data by e-mail outside of the Weatherbreak Windows Limited network.

No data (written or digital); including names of individuals and related personal information such as home address and personal telephone numbers, may be passed to non Weatherbreak Windows Limited personnel without that person's written permission.

It must be noted that any individual has a right to a copy of certain data we keep relating to him or herself. Accordingly, please ensure that data, with any personal information, that is taken from the company premises as part of a business process is returned to the company premises and filed; or destroyed as per that business process.

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 7

DRUGS AND ALCOHOL MISUSE POLICY

The company is now obliged to publish its policy and drug and alcohol abuse as substance misuse can threaten your own health, and the safety of customers and that of your colleagues.

The purpose of this policy is as follows:

- To prevent accident through using tools and equipment or driving/delivering while under the influence of alcohol or substances.
- To prevent poor performance which is caused by substance misuse
- To offer encouragement to staff who suspect or know that they, or one of their colleagues, has a problem to come forward and speak to their **Manager / Team Leader or the Managing Director**
- There is no single characteristic which identifies a misuse problem and this is only one of many possible reasons for poor work performance. If the following characteristics occur in combination or as a pattern over a period of time, they may indicate the presence of a substance misuse problem: -
 - Multiple instances of unauthorised leave
 - Excessive sick leave including frequent self-certificated leave
 - Increasingly improbable excuses for absenteeism
 - High accident rate either at work or to make clear that disciplinary action is one option open to follow if appropriate.
 -

Managers/Team Leaders and Team Members must ensure they understand this policy. If you have any concerns please speak to your own Manager / Team Leader.

The consumption or introduction of alcohol or drugs into the office or onto installation sites **is not allowed**. Bringing or offering alcohol at leaving celebrations etc. may be allowed in exceptional circumstances and must be authorised in advance by the Managing Director.

The Company operates a 'zero tolerance' approach. **If someone is suspected of being under the influence of drugs or alcohol they MUST be removed from site or factory unit immediately pending further investigation.**

If your Manager/Team Leader has concerns about your performance, and has reason to believe that you may be misusing alcohol or substances, they will ask to see you to discuss the situation. In one off instances the disciplinary policy will be initiated.

You have a responsibility to yourself, your work colleagues and customers to seek help if you feel you have a problem with substance misuse.

Characteristics of Drug and Alcohol misuse

- home
- Difficulty in concentration
- Confusion (e.g. remembering commitments, arrangements or dealing with complex work)
- Spasmodic work patterns
- Reporting to work under the influence of drugs or alcohol
- Deteriorating job efficiency

Terms of the confidential meeting with Manager/Team Leader or the Personnel Manager.

- The Director/Manager/Team Leader will explain the reason for the meeting and have a non-judgemental approach
- The parties agree to keep the discussion to issues concerning work behaviour and performance
- The **Team Member** will have ample opportunity to state their view of the problem.
- All parties will assess and agree if substance misuse has occurred. If alcohol or drugs are identified as a factor, the **Team Member** knows about this policy and that it includes an allowance for time off for treatment which will be recorded as sick leave.
- The parties accept that disciplinary action will be taken if problems are denied and substance misuse is continued or there is poor work performance.
- The parties will end the meeting with agreed actions; a) referral to an appropriate agency for treatment (seek assistance from the personnel consultant), b) an understanding of what has to improve, c) an understanding of what will be done next.
- The parties will keep a detailed confidential record of the interview and place a copy in the personnel file.

If a **Team Member** agrees they have a problem, and a plan to assist the team member is agreed the help will be given on the understanding that:

- The **Team Member** keeps to the agreed programme.
- If the **Team Member** needs time off work for treatment, this will be treated as sick leave.
- If poor performance continues, then the case will be reviewed. If behaviour and/or work performance continues to be unsatisfactory, and help is refused, then the Disciplinary process will start.

All staff members have a responsibility to be familiar with the policy and avoid covering up or colluding with work colleagues. Everyone has a duty to seek help when they feel they have a problem, but also to urge a colleague to seek help if it is felt that they have a problem.

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 8

ELECTRICAL SAFETY (PORTABLE APPLIANCE TESTING)

The Contracts Managers are responsible for ensuring that all electrical appliances used in Installation units are tested annually, passed, labelled, dated, initialled and recorded by an authorised electrical contractor (or carried out in-house by a competent person). Individual Site Supervisors are responsible for ensuring that PAT is carried out on electrical appliances used in site by employed Installers/Fitters. Sub-contractors using their own equipment on site are responsible for its testing and maintenance, which is to be regularly checked by site Installation Supervisors to ensure regulation compliance.

The Production Supervisor is responsible for the testing of any portable appliance used in the production process.

1. All electrical equipment operating at 13amps and below is subject to annual PAT.
2. Annual contractual PAT of Production equipment takes place in February by contract, and is supervised by the nominated Contracts Manager.
3. Examples of electrical equipment subject to PAT include:
 - i. Hand routers
 - ii. Electrical drills
 - iii. Electrical sanders
 - iv. Electrical planers
 - v. Electrical kettles
 - vi. Mains operated radios
 - vii. Mains operated CD player etc.
4. Any radio, amplifier or CD player brought to work by an employee for use in the work place must initially be inspected by the unit Production Supervisor or Team Leader to ensure that it is safe working order. The unit will subsequently be subject to PAT at the next annual inspection.
5. Staff are instructed during initial 'on the job' training to adopt the habit of daily inspection of electrical equipment, in particular checking for damage to the outside casing and its lead and plug before use. Taking the plug apart to attempt repair is FORBIDDEN, and faulty equipment is to be reported to the Production Supervisor or Team Leader immediately.
6. The Contracts Managers are responsible for ensuring that all electrically operated machinery employed on site is maintained in an efficient state, in good working order, and in good repair. They are also responsible for maintaining records of all PAT inspection.

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 9

ENVIRONMENTAL POLICY

Weatherbreak Windows Limited is an established and reputable company specialising in the manufacture, project management and installation of doors and windows for the commercial and domestic sector with a traceable history spanning over thirty years. The company has built a reputation on providing a professional and trustworthy business to Local Authority, Housing Associations, Domestic and Trade clients.

The Company prides itself in providing a comprehensive package to its clients with expert technical advice, an effective manufacturing capability and an adaptable installation team that meets demanding standards set by our industry. A registered firm of assessed capability to the international standard BS.EN.ISO9001: 2008 / 2015 Quality Management Systems ensures the highest standards of environmental management through the application of strict quality assurance disciplines.

Weatherbreak Windows Limited believes that all aspects of its operations should be carried out in such a manner as to reduce our environmental impact to an acceptable minimum, taking into consideration issues of practicality and reasonable implementation costs. The company will control its activities in order to minimise any negative effect on the environment it might have. In order to maintain these values, the company is working towards establishing an Environmental Management System ('EMS') based on the requirements of BS.EN.ISO14001: 2004 / 2015. This will provide the framework for setting and reviewing objectives and targets.

The Company is committed to:

- continued environmental improvement by implementing business-specific environmental management systems and ensuring sufficient resources are made available to implement this policy;
- prevention of pollution and monitoring and reducing any adverse impact of the Company's operations on the environment and local community, and taking appropriate opportunities to minimise waste and re-use and recycle materials wherever possible;
- compliance with applicable environmental legislation, regulations, codes of practice and other environmental standards of relevance to the industry in which we operate;
- developing objectives supported by detailed targets, to manage all potentially significant environmental impacts resulting directly from our operations;
- providing all employees with the information, instruction and training required for working effectively in caring for the environment and training needs pertinent to this policy will also be identified and appropriately managed;
- minimising waste throughout all activities of our business, through better utilisation of raw materials, energy and water and the development of a strategy for minimising waste at source, whilst disposing of unavoidable waste in a responsible manner;
- communicating to everyone working for or on behalf of the company the requirements of our environmental policy

PLANNING:

- Have a copy of the Health and Safety Plan for the Job – Take note of any special requirements and create a Risk Assessment and Method Statement (RAMS).
- Give enough time to planning the Job - Know the site, its locations and layout, take note of any hazards
- Know what welfare facilities are required
- Consultation with the appointed Health and Safety Co-ordinator of the construction phase
- Prepare an emergency plan – including availability of emergency services telephone numbers for the area of the work.
- Ensure scaffolding if required is erected by competent persons – Confirm with the Contract Manager who is responsible.

ARRIVING ON SITE:

- Undertake hazard identification and review risk assessments and emergency plan
- Have contractors and self-employed persons made adequate provision for health and safety in accordance with the Health and Safety at Work etc. Act 1974, by conducting a start-up meeting on matters of health and safety with all persons involved with the Job get signed copy of attendance to the meeting from each fitter.
- Verify towers and scaffolds erected in accordance with suppliers' instructions
- Have appropriate and adequate safety signs and signals available
- Lock-ups on-site must be correctly positioned and easily accessible, secure and safe and keys must be provided to the relevant personnel.
- Ensure first aid provision is availability
- Skips used on-site must be secure with lockable lids / doors
- Ensure all persons working on site have a CSCS Card

WORKS ONGOING - CONSTRUCTION PHASE:

- Give enough time to planning, organising and controlling the work on site
- Provide adequate supervision of the site and works at all times during the construction phase of the Job.
- Attend the site first thing in the morning at least 2 times per week, check what actually happens and stop dangerous and inefficient practices
- Ensure safety signs and signals are appropriately displayed

- Ensure tools and equipment right for the Job, adequate and safe to use
- Ensure personal protective equipment is suitable and adequate for the job
- Review the job, nature of work and site layout with employees, self-employed persons before they start
- Review access routes availability and adequacy, ensure the site remains tidy
- Highlight dangers on-site – Brief occasional employees, self-employed persons and visitors attending site
- Test emergency preparedness and response
- Continually monitor working operations and activities, including vehicle movements for good practice
- Prevent unauthorised entry to places of work, enforcement of appropriate and temporary restrictions and removal of ladders from scaffoldings at close of day
- Hold regular consultation meetings with all persons involved with the Job during the construction phase
- Inform employees or self-employed persons about any serious and imminent dangers and for danger areas during the construction phase of the Job
- Review electricity and other services to prevent damage
- Take pride in material storage and safe stacking, tidy housekeeping and site behaviour
- Report site accidents and incidents to the appointed Health and Safety Co-ordinator for the construction phase

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 10

EQUALITY AND DIVERSITY POLICY

(including Culture and Behaviour)

We aim to be an organisation that values, recognises and responds to the diverse needs of our customers, communities and individuals and recognise the need to ensure that our staff are equipped with the skills and understanding to achieve our corporate objectives. Our commitment to equality and diversity is underpinned by responsibilities that exist under a variety of legislation.

Objectives of Policy

- We will not discriminate against any person or other organisation on the grounds of race, ethnic origin, disability, gender, sexuality – including sexual orientation and gender re-assignment, marriage or civil partnership, pregnancy or maternity or paternity, age, class, appearance, religion or creed or belief, responsibility for dependants, unrelated criminal activities, being HIV positive or with AIDS, Trade Union membership, or any other matter – in accordance with the nine protected characteristics of the Equality Act 2010, which causes a person to be treated with injustice.
- We will develop our services taking into account of equality and diversity, recognising people's rights to their distinctive and diverse identity, their needs and aspirations.
- Our Board of Management and workers will generally reflect the population of the communities we work in.
- We understand how valuing diversity can help us improve our services.
- Wherever we can we will endeavour to support our partners in helping them to achieve equality and diversity.
- We will provide Board Members and employees with training and development to enable them to achieve corporate goals and reach their full potential.
- We will listen to our customers and workers and endeavour to involve them in the development of services.
- We will seek to ensure that external consultants and contractors understand and adhere to our equality and diversity principles.
- We will monitor the impact of our operational policies on the minority groups within our neighbourhoods.

Responsibility

It is the responsibility of every Board Member and worker of Weatherbreak Windows Limited to uphold, respect, and act in accordance with the Equality and Diversity Policy.

EQUALITY AND DIVERSITY STATEMENTS

Employment – Aim

We aspire to employ a diverse range of employees and provide them with training to develop skills that will equip them to provide a quality service, sensitive to the needs of different communities. We will treat workers fairly and without unlawful discrimination, and ensure that dignity and respect is embedded in our culture. Our working culture will not tolerate harassment but will engender confidence that complaints can be made without fear of prejudice and reprisal.

We will:

- Provide full and fair consideration to all job applications
- Ensure that all our employees receive relevant recruitment and selection training.
- Maintain recruitment, training and employment records and monitor these to identify any areas of inequality.
- Regularly review employment procedures to ensure fairness and reflection of current best practise.
- Enable all employees to properly discharge their work responsibilities and to reach their potential by providing sufficient training and support and affirmative action.
- Wherever possible reduce barriers experienced by members of minority or disadvantaged groups seeking and during employment.
- Not discriminate against applicants or members of staff on the grounds of appearance or class.
- Deal appropriately with workers found to be in breach of their responsibility under our Equality and Diversity Policy.
- Follow closely the laid down Company Disciplinary Process of Verbal Warning, first and second Formal Warnings and Dismissal.

Race and Ethnic Origin – Aim

We strive to achieve racial and cultural equality in service provision and employment and will not accept any form of race, cultural discrimination or harassment.

We will:

- Respect cultural and social identities and needs within the service we provide and the employment we offer.
- Make our services easily accessible to all Black and Minority Ethnic (BME) groups.
- Strive to create an environment which is free from racial harassment and racist behaviour.
- We recognise and accept the problem of unintentional racism and in partnership with our communities we will ensure that we act fairly and professionally.

- Work with partners and other organisations to promote racial equality, and actively eliminate racial disadvantages and discrimination.

Religion – Aim

We will tackle any harassment on grounds of religion or creed or belief and will strive to engender good relations between people of different religions and beliefs.

We will:

- Endeavour to create an environment which recognises and respects religion and creed and belief and drives out unlawful discrimination and harassment.
- Ensure that employment practises and services recognise and respect religion and creed and belief.
- Where practical accommodate the needs of our workers in relation to their religions, beliefs and creed.

Gender and Sexuality – Aim

We will endeavour to ensure gender equality in the services we provide, and for the staff we employ. We will not discriminate in our employment, or in the services we provide, on the basis of sexuality.

We will:

- Strive to create an environment that is free from sexual harassment, language and behaviour, promotes gender equality and eliminates disadvantage.
- Ensure that our policy, procedures and practises do not discriminate against either gender in employment in areas where they are under-represented.
- Create a flexible working environment where work/life balance is recognised and positively supported.
- Endeavour to provide services and documentation that is relevant and accessible to all men and women's needs.
- Strive to raise awareness of gender equality with our contractors and ensure their understanding of our commitment to gender equality.

Disability – Aim

We recognise that people with a disability can be disadvantaged by the environment and social attitude and strive therefore to achieve equality through elimination of un-lawful discrimination and practise.

We will:

- Where practicable provide services relevant to the needs of people with a disability.
- Where practicable adapt facilities and modify procedures, where possible, to make full use of peoples disabilities.

- Meet legal requirements through regular audits on services, properties, and processes.
- Wherever practicable, continue to employ and retrain staff who have become disabled during their employment.
- Guarantee people with a disability an interview for employment given that they meet the minimum essential criteria.
- Raise awareness with our contractors and our commitment to disability equality.

Age – Aim

We will value people of all ages and engender an environment that encourages and enables access to our services and employment by people of any age without discrimination, recognising talent, skills and experience.

We will:

- Ensure that our employment practises do not include age-related criteria (subject to present retirement ages).
- Ensure that services we provide do not restrict or inhibit access by older people.
- Regularly review the services we provide taking account of the needs and aspirations of different age groups.
- Recruit, promote and provide training and development to employees on the basis of need regardless of age.
- Work with partners and other agencies to develop, provide and promote services for people of all the different age groups.
- Raise awareness with our contractors on our commitment to the elimination of age discrimination.

HIV and AIDS – Aim

We aim to ensure that people with HIV and AIDS do not experience discrimination either through the services we provide or through employment.

We will:

- Guarantee that no employee or applicant will be required to take the HIV and AIDS antibody tests as a condition of employment.
- Not oblige any employee to tell us if they have HIV.
- Not deny anyone a service for which they meet the eligibility criteria solely because they have HIV or AIDS.
- Not require customers to disclose their HIV status in order to obtain a service for which they are eligible.
- Sensitively manage any information relating to HIV or AIDS, whether a customer or member of staff, regardless of how it is acquired.

- Only share, record, store or use information with the consent of the person.
- Ensure that our employees cannot refuse to work with or provide a service to people with HIV or AIDS.
- As may be necessary, develop, produce, and publicise rational and logical information to help staff and customers overcome any fears and prejudices.

Harassment – Aim

We will not tolerate any form of harassment or bullying of or by our workers, customers or representatives and we will strive to ensure that workers and customers are all treated without injustice.

We will, as an employer, endeavour to ensure that all employees:

- Treat each other with dignity and respect.
- Accept the right of everyone to be different
- Value what diversity brings to our organisation both internally and externally.

We will, as a service provider, strive to:

- Develop a working environment and customer service where harassment is known to be unacceptable, and where individuals can feel confident enough to bring complaints without fear of reprisal.
- Treat all complaints of harassment and bullying seriously and support employees and customers through our disciplinary procedures.

GLOSSARY

Word / Term and Definition

- **Employee** - Someone who is directly employed by Weatherbreak, i.e.: they have a current employment contract which is full-time, part-time or for a fixed term.
- **Worker** - Someone who is currently “working” for the Company but does not have to be employed by it; this includes employees, temporary workers employed via a recruitment agency, contractors and consultants.
- **Customer** - A person or organisation that Weatherbreak Windows Limited provides a service to, or whom the Company has a working relationship with.
- **Harassment** - Acting in a way that causes or could cause harassment, alarm or distress to one or more persons. Subjecting a person to unwanted conduct on the grounds of their sex, marital status, race, ethnicity disability, religion or belief, or sexual orientation with the effect or purpose of violating their dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

- **Discrimination**

- **Direct Discrimination** – Treating someone less favourably than another in any aspect of services, recruitment, employment, promotion, re-deployment, redundancy, appraisal, job analysis, terms and conditions, allocations or contracts of any kind.
- **Indirect Discrimination** – Applying a requirement or condition which, whether intentionally or not, adversely affects any person or member of a particular group, considerably more than others and cannot be justified.
- **Institutional Discrimination** - The collective failure of an Organisation to provide appropriate services to people because of their colour, sex, disability etc. It can be seen in the processes, attitudes and behaviour, which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping which disadvantage certain people.
- **Victimisation** – Victimising an individual making a complaint in good faith under the Race Relations, Sex Discrimination or the Disability Discrimination Act, or who gives evidence in connection with proceedings brought under those Acts.
- **Institutional Racism** – Is the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin.
- **Positive Action** - The Sex Discrimination and Race Relations Acts allow employers to encourage under-represented persons to both apply and use the services available. Current legislation can permit employers to introduce a range of measures known as “positive action” to further encourage under-represented groups to access employment and services.
- **Affirmative Action** – A person (or group) working, training or living in an environment where he or she is in a minority may need special support, for example by additional training or mentoring.
- **Other Working Arrangements** – Where possible, consideration shall be given to alternative working arrangements, for example to assist in certain domestic circumstances or for cultural, beliefs or religious considerations.

OVERVIEW OF & COMMITMENT TO EQUALITY & DIVERSITY LEGISLATION

Our commitment to equality and diversity is underpinned by our responsibilities that exist under a variety of legislation. Whilst several pieces of legislation exist to bring formal prosecutions, this policy has been written paying specific regard to the post recent and all-encompassing Equality Act 2010.

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 11

FACTORY PREMISES SAFETY RULES

This Appendix, which is a supplement to the Safety Rules set out in Section 10 of the main Safety Policy document, sets out the rules which must be observed by all personnel working in our factory premises.

1. Only persons suitably trained and authorised by the Company are to operate machinery and equipment in the production areas.
2. Areas surrounding machinery and equipment are to be kept clear of obstructions.
3. Good and efficient lighting is to be maintained. Defective or inadequate lighting is to be reported to the Production Supervisor or who will inform the Manager Director if required.
4. All guards must be maintained in their correct position when the machinery or equipment is in use.
5. Damaged or defective machinery or equipment (including guards) is to be reported immediately to the Production Supervisor or Team Leader.
6. No cleaning of machinery or equipment, or adjusting of guards is to take place whilst the machinery or equipment is in motion. **Individual safety and cleaning instructions posted by each machine for operators must be strictly adhered to.**
7. Spillages of liquids or raw materials must be cleaned up immediately.
8. Electrically powered machinery or equipment must be switched off and unplugged when left unattended (unless specifically designed to be safe at such times), when in need of maintenance or repair, and before any internal adjustments are made.
9. Hot surfaces or components are to be clearly identified where it is not possible to physically prevent personnel coming into contact with them. See para. 6 above.
10. Wherever possible, lifting equipment is to be used to eliminate or reduce manual handling. Where this is unavoidable, a manual handling assessment will be made, and those involved given appropriate information and instruction.
11. Only those trained in accordance with the Abrasive Wheels Regulations 1970, and appointed in writing by the Company, are to mount or change abrasive wheels.
12. Trailing leads are to be kept to a minimum.
13. Only the quantity of highly flammable liquid sufficient for immediate use is to be kept in the workplace, with the lids kept securely in place, and the containers kept well away from sources of heat or ignition. The remaining containers are to be kept in a designated highly flammable materials store.
14. Horseplay with compressed air is extremely dangerous and is strictly forbidden.

15. Where applicable, guards and extractors must always be used on saws, and guards, safety fencing or attachments must always be used on other equipment.
16. Hearing protection is to be worn at all times in designated 'Hearing protection zones'.
17. Each work area must be swept and tidied at regular intervals, frequent enough to avoid any hazards being created.
18. Glass must be stacked/stored in a safe manner.
19. Broken glass must be cleared up and disposed of immediately.
20. A copy of these Safety Rules is to be placed prominently on all factory notice boards.

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 12

GENERAL ACCESS, SCAFFOLDS AND LADDERS

Introduction

Falls from a height continue to be the biggest killer on construction sites. This information sheet provides advice for users of ladders and access scaffolds. It will also help those who select and specify equipment.

Work at height should be carried out from a platform with suitable edge protection. Occasionally this may not be possible and a ladder may have to be used. However, ladders are best used as a means of getting to a workplace and should only be used as a workplace for light work of short duration.

Selecting equipment

When deciding what equipment to use think about what the job includes, how long it will last and where it needs to be done. It is tempting to use a ladder for all sorts of work but you should always consider a working platform first, for example, a properly erected mobile scaffold tower or a mobile elevated working platform

Jobs such as removing or installing guttering, installing replacement windows, painting or demolition work should usually be carried out from scaffolds or mobile access equipment.

Protecting the public

Contact the appropriate highway authority before erecting a scaffold on a public highway or on any roads, pavements, paths or routes used by the public

Ensure the scaffold is designed to carry the load from stored materials and equipment. Scaffolds should be designed to prevent materials falling. You may need to provide brick guards, netting or sheeting. Where the risk is high, or for example during demolition or facade cleaning, you should provide extra protection in the form of scaffold fans or covered walkways.

In populated areas such as town centres, erecting and dismantling scaffolds should preferably be undertaken during quiet times. People should be prevented, with suitable barriers and signs, from walking under the scaffold during erection or dismantling.

Stop unauthorized access onto the scaffold, for example by removing all ladders at ground level, whenever it is left unattended.

Never 'bomb' materials from a scaffold. Use mechanical hoists or rubbish chutes to move materials and waste.

Scaffold Erection

Appendix 20 – Working on Scaffolding must also be referred to for the use of, or working on, Scaffolding.

A scaffold should be designed, erected, altered and dismantled by competent people, with all scaffolding work under the supervision of a 'competent person'. Scaffolders should always

adopt a safe system of work during the erection, altering and dismantling of scaffolds. This will usually include the use of fall arrest equipment. All scaffolds require bracing to help prevent them from collapsing. The platform of a general-purpose scaffold should be at least four boards wide. All scaffolds, including 'independent' scaffolds, should be securely tied, or otherwise supported. More ties will be required if:

- the scaffold is sheeted or netted due to the increased wind loading;
- it is used as a loading platform for materials or equipment; or hoists, lifting appliances or rubbish chutes are attached to it.

System scaffolds should be erected following the manufacturer's instructions and may require more tying than independent scaffolds.

Safe use of Scaffolds

- Do not take up boards, move handrails or remove ties to gain access for work.
- Changes should only be made by a competent scaffolder.
- Never work from platforms that are not fully boarded.
- Do not overload scaffolds. Make sure they are designed to take the loads put on them; Store materials so the load is spread evenly.
- Make sure there is suitable stair and ladder access onto the working platform.

Scaffold Inspection

Scaffolds must be inspected by a competent person:

- before first use;
- after substantial alteration;
- after any event likely to have affected their stability, for example, following strong winds;
- at regular intervals not exceeding seven days.

Any faults found must be put right. Before contractors allow their workers to use someone else's scaffold they must make sure it is safe.

Ladders

Ladders should be in good condition, of EN131 / Class 1 and examined regularly for defects.

Weatherbreak Windows Limited has a management system in place to ensure that this is done.

They should always be secured so they cannot slip, usually by tying them at the top.

The ladder should be angled to minimise the risk of slipping outwards and as a rule of thumb needs to be 'one out for every four up'.

Access ladders should extend about 1 m above the working platform. This provides a handhold for people getting on and off.

Do not overreach: if you are working from a ladder, make sure it is long enough and positioned to reach the work safely.

Do not climb or work off a ladder unless you feel secure and able to do so.

Stepladders

Do not use the top platform of a stepladder unless it is designed with special handholds.

Ensure stepladders are positioned on level ground and used in accordance with the manufacturer's instructions.

Legal Requirements

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Work at Height Regulations 2005
- Provision and Use of Work Equipment Regulations 1998

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 13

MANUAL HANDLING PROCEDURES

All manual handling operations having a risk of injury, and have been identified and recorded. Risk assessments have been carried out re. the handling of window frames, doors and glass. It is your duty to make yourself familiar with the risks and ensure that you do not handle any heavy or awkward goods if you have not been trained to do so or unable to do so by yourself, if in doubt contact your team leader, supervisor, or manager.

It is company policy to minimize handling operations where practical and provide handling aids to minimise the risks involved in each case. During the recruitment process we take care to select people that are capable of handling the materials we use. Staff who are not able to continue working because the physical requirements of the job should notify their supervisor, we will attempt to accommodate those who we can in less demanding positions.

Please ensure that your team leader or site supervisor provides the necessary training and the gives you the appropriate information and instruction. All employees are encouraged to discuss potential manual handling problems not so identified with the person in charge of the work, together with any work involving repetitive motion.

Glass presents special hazards that require additional care exceeding the requirements of manual handling. When handling or cutting glass appropriate Personal Protection Equipment (PPE) must be worn. Though the same principles apply as manual handling in respect of team handling, avoiding heavy loads and reducing distances of transporting heavy loads, an additional hazard of broken glass could be involved. Where such conditions are present and glass is broken, fragmented and unstable, greater care must be taken to reduce the potential of risk to all persons by taping the glass or bagging the glass near to the works carried out.

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 14

MOVEMENT OF PLANT AND MATERIALS ON SITE

- Equipment and materials are usually taken from The Company's own delivery vehicles for storage on site.
- When it is possible replacement doors and windows together with associated materials will be stored in a lock up container to prevent loss or damage.
- This may require the use of racks, bins, pallets or similar depending upon the site conditions.
- **Loading** (Unloading) Health & Safety Considerations:
 - **LEGAL DUTY** - Regulation 3 of the Management of Health & Safety at Work Regulations 1999 (MHSV) requires employers to assess the risks to workers and anyone else, for example members of the public, who may be affected by the work activities being undertaken. Both the Health & Safety at Work Act 1974 and legislation covering particular hazards or sectors of work require that appropriate preventative measures should be taken in light of risks identified. These requirements apply to all work activities, including those involving transport, **e.g., driving, loading, sheeting and maintenance.**
 - **EMPLOYEE'S LEGAL DUTY** - All employees have a legal duty to take care of their own and others' health and safety and to operate with management in meeting their obligations. Employees need to recognise this responsibility and act accordingly.
 - **IDENTIFYING THE HAZARDS** - Is there a danger of people falling from the vehicle, for example when involved in loading /unloading or other activities
 - **VEHICLE SAFETY** - Regulation 4 of the Provision of Use of Work Equipment Regulations 1998 requires that:
 - Every employer shall ensure that work equipment (which includes vehicles) is so constructed or adapted as to be suitable for the purpose for which it is used or provided.
 - Every employer shall ensure that work equipment is only used for operations, and under conditions for which it suitable.
 - Every training as appropriate employer shall ensure a safe means of access to and from the cab and other parts of the vehicle.
 - **TRAINING** - Drivers should be capable of operating the vehicle and related equipment safely, and should receive instructions and documented information on how to do this.
- See also: Subcontractors' Quality Assurance and Health & Safety Guidance – on Page 5 sub-para 2.10 Storage of Subcontractors' – “Fitters” Materials & Equipment

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 15

SITE & INSTALLATION HEALTH & SAFETY RULES

This Appendix, which is a supplement to the Safety Rules set out in Section 10 of the main Safety Policy document, sets out rules which must be observed by all personnel working on installation work at customers' premises. Anyone who is in doubt about safe operating practices and procedures must discuss the matter with the Contracts Manager or the Installation Supervisor.

1. Work is to be carried out in accordance with safe practice and the relevant assessments or method statements prepared by the Company.
2. Areas around and beneath installation work areas are to be suitably protected using adequate physical safeguards and signs.
3. Vigilance must be exercised at all times when working in areas to which members of the public have access.
4. When working outside account is to be taken of the prevailing weather, e.g. ensuring that it is safe to work in windy, wet or cold conditions.
5. All accidents, dangerous occurrences or incidents which have, or could have, led to injury or damage are to be reported to the Contracts Manager or Production Manager.
6. An adequate and suitable first-aid kit is to be maintained by each installation team, and maintained close to the place of work.
7. Personal protective equipment must be worn as directed by the Contracts Manager or Site Manager, or as required by the appropriate assessments or method statements.
8. Only ladders complying with British or European Standards (EN131) are to be used.
9. Ladders in excess of 3 metres are not to be used unless they are adequately secured or a person is positioned at the base of the ladder to "foot" it in an approved manner.
10. Ladders with a vertical rise in excess of 10 metres are not to be used unless resting points are provided e.g. on a scaffold.
11. Fitting personnel are NOT to erect, alter or dismantle scaffolding unless trained and authorised to do so.
12. No work involving installation, removal or disturbance may be undertaken on asbestos materials except by a licensed contractor. If the presence of asbestos is suspected personnel must report it IMMEDIATELY to the Contract Manager or Site Supervisor. (See Appendix 2 - Asbestos Awareness Policy).
13. **Health and Safety Signage (Safety Signboards):**

Provision will be made for appropriate site safety signage to be available and affixed to appropriate surfaces in the premises where works is being undertaken. The Health and

Safety (Safety Signs and Signals) Regulations 1996 & Workplace (Health, Safety and Welfare) Regulations 1992 refer. Site safety signage will be clearly displayed and visible to tenants, visitors and principal contractor's personnel and other interested parties visiting site. It is the responsibility of the Company Site Manager to ensure that site safety signage is properly displayed at all times during the construction phase.

- **Live Services:**

The senior person of the fitting team shall gain permission from the tenant to enter the premises and will advise the tenant of the work to be carried out. Where necessary, arrange for isolation of any alarms if they are likely to be affected by the isolation requirements. Where other essential services like gas, electric and water are to be affected by the installation any isolation of these services shall be agreed in the first instance with the tenant and / or the Client's Management e.g. Local Authority Representative. Works shall only be carried out around live services where a risk assessment indicates that any risk to injury of the persons undertaking the work is judged low. Risk assessments shall be ongoing and may be required in every different property or when conditions change. The Principal Contractor's representative together with the senior person of the fitting team shall carry out these assessments.

- **Storage:**

The Site Manager shall ensure that any materials and tools are not placed in a position from which they could slip, fall or be blown onto pedestrian footways and public highways. Immediate work-in-progress (WIP) only shall be stored on site. WIP shall be stored in a position, which will not pose a risk to slips, trips and falls for tenants, visitors and operatives and other interested parties visiting site. Access to premises will therefore not be affected at ground level and will not be materially affected on pedestrian footways where wheel chair and single width pushchair access will be maintained at all times. The Site Manager will be responsible to advise all operatives working on site that they are expected to undertake storage of their materials and tools in the same stringent manner.

- **Window Removal and Replacement:**

In-line with industry standards removing of windows is undertaken from inside of the building. Windows will be removed from building apertures by gently easing them loose once all fixings have either been removed or loosened sufficiently. As required, glass shall be taped to prevent unnecessary breakage. Appropriately, as a minimum, safety goggles and safety gloves shall be worn while this work is carried out.

Each fitting team will have a minimum of two persons. One operative loosening and removing windows from in-side the building whilst the second operative is working on the outside of the building, in assistance. Once loosened and the window is released from its fixings it is passed manually from inside the building to the assisting operative. Where it is not possible to pass the window to the outside it will be carefully cleared away from the inside.

- **Public Safety:**

Pedestrian restrictions will apply on footways when window removal is being undertaken. This is the responsibility of the assisting operative on-site. Tenants will be informed in advance where works are taking place. Appropriate safety signage warning of hazards will be displayed.

The Contractor shall ensure that no other persons other than competent operatives are permitted to gain access to scaffolding on site. Ladders providing access to scaffolding shall be removed at the close of each working day to prevent any unauthorised access to scaffolding. (See Appendix 20 Working on Scaffolding and Appendix 12 - General Access Scaffolds and Ladders).

- **Removal of Glass Units:**

Goggles are provided to each fitting team removing glass. The site manager shall make provision for other appropriate personal protective equipment (PPE) such as, for example, wrist and protective safety gloves. Where risk assessment highlighted additional safety measures to be taken safety aprons will also be provided. Appropriate floor coverings will be used to prevent shards of glass spreading and safety signboards positioned warning of the potential hazard. When window / glass units are being removed and in transit tenants, visitors and principal contractor's personnel and other interested parties visiting the site within the vicinity will be informed of the operations taking place and asked to keep their distance.

Glass presents special hazards that require additional care exceeding the requirements of manual handling. Though the same principles apply as manual handling in respect of team handling, avoiding heavy loads and reducing distances of transporting heavy loads, an additional hazard of broken glass could be involved. Where such conditions are present and glass is broken, fragmented and unstable, greater care must be taken to reduce the potential of risk to all persons by taping the glass or bagging the glass near to the works carried out.

- **Installation of New Glass Units:**

In addition, to the requirements under manual handling regulations the handling of glass presents its own hazards. The Principal Contractor's representative shall carry out a full risk assessment on the activities necessary to transport and move new hermetically sealed glass units from the delivery vehicle to the point of installation. Special considerations shall be taken on the working environment like distance, inclement weather conditions, wet floors and stairs and the general public movements.

Information and training for safe manual handling of glass is provided to the Principal Contractor's personnel to ensure a clear understanding of the following safety elements:

- How potentially hazardous handling operations may be recognised;
- How to deal with unfamiliar handling operations;
- The proper use of personal protective equipment;
- Features of the working environment that contribute to safety;
- Factors affecting individual capability; and
- Good handling techniques.

- **General Building Debris:**

General building debris including window frames and glass will be removed directly or under supervision by the Site Manager to the designated waste location centre and will not be placed into other waste disposal streams on site or elsewhere. General building debris shall not be placed in a position from which it could slip, fall or be blown onto pedestrian footways and public highways. Building debris shall be removed daily and

shall be prevented from accumulating to cause nuisance, interference and access restrictions to the premises and walkways. (See Appendix 21 Waste Management Policy)

21. Dust and Small Building Debris:

On a continual basis the Principal Contractor's representative and fitting team shall monitor and assess the level of exposure to dust. This type of work generates minimal dust exposure to site operatives, the tenants, visitors and other interested parties visiting site.

Where necessary, the material creating dust, will be dampened to prevent unnecessary airborne circulation. Dust and small pieces of building debris shall be swept-up and bagged on completion of each window. If necessary, safety facemasks shall be worn while this work is carried out.

In extreme cases it may be necessary to undertake a more detailed assessment of the works that is to take place. The assessment will be undertaken by the site supervisor either on or near the location of the installation in order to determine the likely nature and degree of exposure and the steps to be taken to prevent or reduce dust levels to the lowest level reasonably practicable. If such an assessment is undertaken a copy of the assessment is available on request.

22. Welfare Facilities

Where possible site amenities will be provided or shared with other contractors; however, working in the city centre or urban conurbations prohibits the use of site facilities being provided by the contractor not just because of risk of vandalism, but also because of the very nature of the position of the site amenities. In this case the Site Manager will identify the nearest public facility to all fitting teams. In addition, he will advise the senior person of the fitting team where necessary to gain permission from the tenant and make any necessary arrangements with the tenant to use the property being worked on.

Where tenants provide welfare, facilities employees have received basic instructions to respect property and leave all facilities provided in the same condition as found. All employees on site are informed of the basic principles and rules of personal hygiene.

All welfare facilities MUST comply with the HSE guidance for suitable facilities at work sites incorporated within the CDM Regulations 2015, that includes:

- Hot running water for hand washing with soap and suitable hand drying / towels etc; sufficient toilet facilities for the number of workers on site;
- rest areas with seating sufficient for all workers on site (this may require split break times);
- facilities to heat food and water (i.e., kettle & microwave oven)

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 16

SMOKE FREE WORKPLACE POLICY

INTRODUCTION

Weatherbreak Windows Limited had developed this policy to protect all employees, service users, customers and visitors from exposure to second hand smoke, and to assist compliance with the Health Act 2006.

It is estimated that active smoking is responsible for around 120,000 deaths each year in the UK. As such, it far outweighs any single occupational cause of death.

AIM

The aim of this policy is to ensure all employees and visitors to The Company's Administration and Factory premises have the right to work in, or visit a smoke free environment.

To assist with this policy, the Company will aim to:

- Provide encouragement for smokers to reduce their use of tobacco
- Support smokers who wish to stop smoking
- Provide protection from passive smoking for non-smokers

LEGISLATION

The Health Act 2006 (brief summary)

Smoking will not be allowed in any enclosed or partially enclosed public buildings or workplaces. The provision of any outdoor designated smoking areas must be located away from entrances and exists to prevent smoke from re-entering the building. Outside smoking areas are provided at the discretion of the employer, but the employer is not legally obliged to provide an outside smoking area.

WORK AREAS, COMMON AREAS and PUBLIC AREAS

Smoking is not permitted in any work area at any time (including outside normal Company working hours). This applies to all office and work areas whether occupied by one person, or shared by two or more.

Smoking is not permitted in any common or public area including meeting rooms, training rooms or interview rooms, reception and showrooms.

VEHICLES

Smoking is not permitted in Company vehicles. This applies to both employees and members of the general public that may be transported in these vehicles. This policy does not cover vehicles leased to individuals or private vehicles used on Company business for which owners

are paid an allowance. However, if the vehicle is used to transport others whilst on Company business then the vehicle should remain smoke-free so as not to impose secondary smoke upon passengers.

RECRUITMENT PROCEDURES

Recruitment and appointment documentation will include reference to this policy. On appointment, all new staff members will be advised that Company premises are non-smoking. A copy of this policy may be provided on request.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff are obliged to adhere to, and support the implementation of the policy. The Managing Director will ensure that all employees, consultants, and contractors are informed of this policy, and that appropriate 'no-smoking' signs are clearly displayed at entrances (including fire exits) to and within the premises, and in all smoke-free vehicles.

NON-COMPLIANCE

Company disciplinary procedures will be followed if a member of staff does not comply with this policy. In addition those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Further information available:

- NHS Stop Smoking Service – 0845 602 3608
- NHS Smoking Helpline 0800 169 0 169 – www.givingupsmoking.co.uk
- HSE information 08701 545500 – www.hse.gov.uk

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 17

SAFETY CLOTHING & PPE (FACTORY & ON SITE)

Weatherbreak Windows Limited Personal Protection Equipment (PPE) Policy

Personal Protective Clothing:

All operatives working on site will be required to wear safety shoes, hard hats (if site specified) and be in possession of the Contractors identification tags at all times.

- There are risks where the provision of protective clothing is a Statutory Requirement. (See *Disc cutting of concrete, brick, mortar or other materials*). In addition, the Company encourages its employees and sub-contractors to wear any items that may protect them against injury.
- The Company is aware of the Personal Protective Equipment at Work Regulations 1992 and will ensure full compliance.
- Staff and Operatives are provided with safety helmets and instructed that they must wear helmets when crossing active “construction” sites or if working in specified hard-hat areas. They will not be expected to wear helmets inside **unless**, for any reason, other workers are operating above them.
- Suitable footwear shall be worn by all staff and operatives, and steel toe-capped shoes/boots shall be worn where necessary.
- The Contracts Manager/Site Managers will, when carrying out their Risk Assessments establish whether hearing protection may be required on a particular contract, or part of a contract, and will make provision for suitable ear protection as necessary.
- PPE should be available in good condition and, when necessary, used.
- Appropriate gloves, hard hat, facemask, goggles, overalls, high visibility waistcoats and safety shoes are considered minimum requirements
- Factory personnel must wear PPE such as ear protection, gloves, eye protection, protective footwear, and any other items of PPE as designated by the Production Supervisor.

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 18

TRAINING & EDUCATION POLICY STATEMENT

(INCLUDING LINKS WITH EDUCATIONAL ESTABLISHMENTS)

Weatherbreak Windows Limited is committed to achieving business success through its most **valuable asset, its people. Our continual investment in training and education ensures that our staff reflect our aim to be amongst the best in our industry.**

We are committed to supporting the process of regular education requirement reviews to ensure that our staff have visibility and understanding of the Company objectives.

The training and education plan is designed to show a clear commitment to enhancing skill levels, health & safety, social and environmental awareness as well as all round personal development.

Issued by the Board of Directors

LINKS/CONTACTS WITH EDUCATIONAL/TRAINING ESTABLISHMENTS

Construction Industry Training Board - CIS Certification

Glass Qualifications Authority - GQA NVQ's level 2 & 3

St John Ambulance - Certificate of Occupational Health & Safety

Institution of Occupational Safety & Health (IOSH) - 'Managing Safely' accreditation

HSS Tower Hire Training Centre - PASMA - Competent Person certificate

Asbestos Training Providers - Asbestos Awareness Training

BOSS Training - Forklift Operator Training

St John Ambulance - First Aid Training

The Total Support Team Ltd - GQA NVQ Assessments

Weatherbreak Windows Limited

SAFETY POLICY STATEMENT

APPENDIX 19

WEEK-END WORKING AT CUSTOMER SITES

This Appendix, which is a supplement to the Safety Rules, set out in Section 10 of the main Policy document, sets out rules which must be observed by all personnel working on installation work at week-end or National holidays. Anyone who is in doubt about safe operating practices and procedures must discuss the matter with the Contract Manager or the Site Supervisor.

1. All workers at week-ends must be accompanied by at least one colleague. One of the Weatherbreak Windows Limited staff has to be nominated to be responsibility for safety.
2. The Contracts Manager must be informed in advance of any intended week-end work including the working hours and the name of the person nominated to be responsible for safety.
3. The Contracts Manager will provide an emergency contact telephone number to the person responsible for safety.
4. The person responsible for the safety of the team must carry a mobile phone.
5. Additional care must be taken with respect to a more significant customer presence at weekends or holidays, special attention must be paid to children who may be home from school.
6. When accessing compounds during the weekend the access gates must be locked behind the staff when they enter the compound and obviously when they leave the compound.
7. When entering any cabin or container, one member of staff must remain outside when the other or all other staff members are inside, unless responding to an emergency inside the cabin or container. In the event that all staff members present are entering the cabin or container together; the staff member responsible for safety must phone the emergency contact and advise the likely duration when all staff members will be in the cabin, they must similarly advise the emergency contact when they leave the cabin.
8. When carrying out processes using electrical equipment or climbing ladders care must be taken that the staff member responsible for safety is aware that procedures are being carried out.

If on a building site you should check the phone every hour to see if you have any messages. Before doing so ensure you are in a safe place, prior to checking your messages.

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APPENDIX 20

WORKING ON SCAFFOLDING

A scaffold is any temporarily provided working platform or structure which provides access for workers and materials. It therefore **includes** planks across trenches and ladders – not just purpose-built towers.

All scaffolding must be erected by a competent person, and prior to use a signed inspection certificate must be issued confirming that the equipment has been erected in accordance with construction legislation and is quite safe to use. British Standards on scaffold use (BS EN 12811-1:2003) should be adhered to.

Where work extends beyond a week then weekly inspections of the equipment must be carried out to ensure that the scaffold is safe to use **and a record kept**.

Every scaffold must be:

- Designed by a competent person and designed for its intended use
- Erected, altered or dismantled by, or under the direct supervision NASC registered contractor
- Constructed of suitable and sound material
- Properly maintained and secured
- Constructed in accordance with strict regulations
- Stable
- Inspected by a competent person, every seven days and after severe weather. A record to be kept of each inspection

All users must carry out additional checks on the equipment on a daily basis before use. The checks should include visual examination for:

- Stability and serviceability of all fixings/tubes/base plates/sole boards.
- Ladder access / security
- Identification of any obvious defects in the general structure
- Serviceability of guard rails/toe-boards

On completion of daily works, base access ladders **must be removed** to prevent access by non-authorised persons. Base areas should have a barrier or be fenced at all times to prevent injury through un-authorised access. In most instances, the equipment should be contained within the customer's property, minimising action to be taken. However, if general external access is identified, the erection of security fencing around the base may be warranted.

Strict attention must be paid at all times to the potential hazards associated with working from scaffolding. The hazards when using such scaffold with other Companies/trades increases the risks generated, and all personnel must maintain a high degree of Safety Awareness, especially in terms of housekeeping, the identification of moved or missing platform boards and general working conditions.

In the event of strong winds, or damage (e.g., vehicle strike) additional mandatory inspections must be carried out on the scaffold equipment and recorded.

See also:

- Sections 12.1 and 13.18 in the Site & Installation Safety Rules Section of the main document.
- Section 6 of Appendix 1 - Responsibilities
- Planning and Works Ongoing sections of Appendix 9 – Environmental Policy
- General Access Scaffolds and Ladders - Appendix 12
- Site & Installation Health & Safety Rules - Appendix 15
- Working on Scaffolding - Appendix 20

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SAFETY POLICY STATEMENT

APPENDIX 21

WASTE MANAGEMENT POLICY

Background

The Government set out its vision for sustainable waste management in Waste Strategy 2000, the national waste strategy and part of the Waste Strategy 2000 for England and Wales and under the EU Landfill Directive the UK must dramatically reduce the amount of biodegradable municipal waste sent to landfill. Everyone produces waste. In fact, in England and Wales the combination of industry, commerce and household waste amounts to over 100 million tonnes annually. Unfortunately, this has been growing at around 3% each year. While waste cannot be eliminated, we can reduce its environmental impact by preventing waste wherever possible, and making more sustainable use of the waste that is produced.

Aims and Objectives

In part, to meet the vision set out by Government for sustainable waste management in Waste Strategy 2000, Weatherbreak Windows Limited recognises its role and responsibility in managing waste by implementing working practices and processes that take into account our aims and objectives in preventing waste at source and achieving waste minimisation. Naturally, what waste that cannot be prevented during production and installation recovery and recycling of materials shall contribute in reduced demand for land filling.

The Company appreciates that the true cost of waste is more than just the cost of disposal. We actively support the PVC Industry efforts in the form of Vinyl 2010 and its efforts in developing this into Vinyl 2020. We also recognise that the additional costs of raw materials, energy and labour are involved in the generation of waste. Altogether, this can be 5-20 times higher than the cost of disposal. As well as the financial benefits, effective waste management will help our business not only to have a competitive advantage, reduced impact to environment and improved public perception, but also to be compliant with increasingly strict legislation designed to limit the environmental impact of landfill sites.

Legislation

In accordance with UK environmental legislation, Weatherbreak Windows Limited is an Environment Agency registered waste carrier.

Weatherbreak Windows Limited recognises that, in law, it is responsible for any waste that it creates in the course of conducting its business. It will strive to contain waste in a safe and secure manner, and accepts that is good practice to store waste by type, whenever reasonably practicable, as set out by relevant trade association bodies e.g., the Glass and Glazing Federation (GGF) or the British Plastics Federation (PBF), etc.

Waste shall be collected and transported in accordance with all relevant requirements set out under The Hazardous Waste Directive, as amended / replaced, The Hazardous Waste (England and Wales) Regulations 2005 as amended / replaced, The Hazardous Waste (England and Wales) (amendment) Regulations 2016 as amended / replaced, The Waste (England and Wales) (amendment) Regulations 2011 / 2012 as amended / replaced, The Controlled Waste (England and Wales) Regulations 2012 as amended / replaced, etc., and in relation to non-

customer installation associated waste: The Waste Electrical and Electronic Equipment Regulations 2010 / 2013 and the subsequent amendment Regulations 2015.

Best Practice

Waste management is an integral part of the Company's Health & Safety Policy. Written procedures are in place for handling, storage and transportation of generated waste to ensure risks are minimised. Wherever reasonably practicable, waste is kept in secure areas where it cannot be tampered with, for example, set on fire or allowed to contaminate land and pollute water. The Company instructs all staff to be ever mindful that waste is still a commodity and quite possibly a resource which can be made useful again by re-using, recycling or recovering its value.

Only Environment Agency Licensed Waste Carriers shall collect waste. Company fitters are instructed to remove all waste from client sites and return this to our factory or an authorised waste disposal facility or licensed recycling centre. Fly tipping is recognised as an offence under the law, and all field operatives are to have been briefed on the correct management of waste.

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APPENDIX 22

USE OF POWER TOOLS & OTHER PLANT BY TRAINED STAFF ONLY

POLICY

It is The Company's policy to provide information and training to employees and sub-contractors on job related health and safety risks, and the actions required to control these risks.

The Company are aware that hand held power tools are a major source of vibration (HAV) injury. The HSE consider that hand-held grinders present one of the greatest risks, but such power tools are used only minimally by Weatherbreak Windows Limited installation teams.

Essential hand-held power tools are selected, wherever possible, on their suitability for the job, but the risk from vibration is assessed during tool selection using residual vibration risk data from the manufacturer.

Many accidents causing burn or shock injuries, which are sometimes **fatal**, arise from poorly maintained and damaged leads, plugs and sockets. To avoid injuries, the employee or subcontractor shall be responsible for "condition monitoring" of all portable electrical equipment for acceptability of condition. It shall be the duty and responsibility of the employee or subcontractor to check the condition of portable electrical equipment daily and provide and record, 3 monthly, an assessment report to Weatherbreak Windows Limited.

Repairs and replacement of damaged equipment, leads and sockets shall be undertaken immediately.

All Company fitters are experienced in the use of power tools, and they are 'on the job' monitored by our Site Supervisors, most of whom have been 'abrasive wheel' trained.

In addition, the Site Supervisors carry out regular on-site Tool Box Talks (TBT's) on a variety of H&S and related subjects including Portable Electric Tools. Attendance at TBT's is mandatory, and attendance records (by attendee's signature) are retained by the company H&S Advisor and reported monthly to the Managing Director.

The talk presenter's notes/hand out is shown below:

Portable Electrical Tools - Tool Box Talk

Electrical tools face harsh conditions in industry, when misused they get damaged and become dangerous. "In one recent year there were 194 reported incidents of electric shock involving" portable electric tools."

A Before-use Checks

1. Make sure the casing isn't damaged, if it is, don't use it,
2. Make sure that all cables, plugs or connectors are sound and not damaged.
3. Use tools on correct power supply as instructed on maker's label. Only 110 volt tools are permitted on the site.
4. Ensure the tool is property earthed, unless it is an approved type that does not require earthing.
5. Ensure cable is long enough to reach your work without straining it.

QUESTION: *What are two things you should check before using a portable electric tool?*

B Use of Portable Electric Tools

1. Portable electric tools should only be used for their designed purpose.
2. Ensure switches are working correctly before connecting to the power supply.
3. Wear eye protection if there is any risk to your eyes.
4. Disconnect tools when not in use.
5. Electric power tools should be regularly inspected and maintained by a competent electrician.

QUESTION: *When drilling, when should you wear eye protection?*

C Hazards

1. Keep power cables *off* the floor. They may get damaged or trip somebody up.
2. Electrical tools often present a noise hazard - wear ear protection.
3. Never stand on a damp or wet surface when using electrical equipment. Keep equipment clean and dry.
4. Never connect a portable electric tool to a lighting socket.
5. Don't use blunt, worn or damaged bits and accessories.

QUESTION: *What are three potential hazards when using portable electric tools?*

Do you have any questions for me?

Questions for you:

- 1: *What voltage tools should be used on site?*
- 2: *Who should inspect and maintain portable electric tools?*

REMEMBER: LOOK AFTER PORTABLE ELECTRIC TOOLS AND THEY WILL LOOK AFTER YOU

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SAFETY POLICY STATEMENT

APPENDIX 23

USE OF MOBILE PHONES BY VEHICLE DRIVERS – GOVERNMENT ADVICE

See also the following web site:
<http://www.thinkroadsafety.gov.uk/advice/mobilephones.htm>

The following advice is an unedited extract from the above web site.

Think! advice - mobile phones

It is now a specific offence to use a hand-held phone, or similar device, when driving. The penalty is a £200 fixed penalty or up to £1,000 on conviction in court (£2,500 for drivers of goods vehicles, buses or coaches). Drivers still risk prosecution (for failure to have proper control) if they use hands-free phones when driving.

DfT: [Mobile phones and driving - FAQs](#)

Drive responsibly

Phones in cars can have many benefits. They provide security and help in an emergency. However, they are distracting if used when driving and this increases the risk of a crash. It is hard to do two things at once and to drive safely you must concentrate on the road.

Switch off before you drive off

It is illegal to use a hand-held mobile phone^[1] when driving, even when you are stopped at traffic lights or in a queue of traffic. This includes making or receiving calls, pictures, text messaging or accessing the Internet. You must pull over to a safe location.

Risk using a hand-held mobile phone when driving, and you risk a fine.

Mobile phones and the law

You would be breaking the law if you picked up or used any type of phone that is, or must be, held to operate it. You may receive a fixed penalty fine of £200, raising to a maximum of £1000 (£2,500 for drivers of vans, lorries, buses and coaches) if the matter goes to court.

You can also be prosecuted for using a hands-free mobile phone if you fail to have proper control of your vehicle.

Drive carelessly or dangerously when using any phone and the penalties can include disqualification, a large fine, and up to two years imprisonment.

Drivers

Even if you are a careful driver, you will still be distracted by a phone call or text message. Your concentration and anticipation will be affected.

- It is illegal to use a hand-held mobile phone when driving.
- Keep your mobile phone switched off when driving and use your voicemail, a message service or call diversion so that messages can be left for you when your phone is switched off. .
- Only use your mobile phone after you have stopped in a safe place. Never stop on the hard shoulder of a motorway except in an emergency.
- You may think a hands-free phone will enable you to have control of your vehicle, but your mind will not be fully on your driving. It is not like talking to a passenger who will be aware of what is happening when you are driving.
- Avoid taking calls on a hands-free phone. But if you must, say you are driving and end the conversation quickly. Otherwise, you will put yourself and other road users at risk.
- You may use a mobile phone when driving for help in an emergency ^[2]. On a motorway it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily.

Employers

- Do not ask your staff to make or receive calls when they are driving.
- As an employer you may also be prosecuted if you require your employees to use a mobile phone when driving ^[3].
- If it is essential for your staff to be contacted when they are driving, tell them to use voice mail, a message service or call diversion and to stop regularly to check messages and return calls.

Other distractions

Do not forget the advice in the Highway Code about other distractions which may affect your concentration when driving. To drive safely, avoid:

- loud music that may mask other sounds;
- trying to read a map;
- inserting a cassette or CD or tuning the radio;
- arguing with your passengers or other road users;

1: 2-way radios are not covered by this offence but other devices for sending or receiving data (e.g. navigation aids, personal digital assistants (PDAs) or other computer equipment) are covered by the offence if they are held when driving.

2: It is not an offence to use a hand-held phone for calling the emergency services on 999 or 112 in response to a genuine emergency when it is unsafe or impractical to stop driving to make a call.

3: It is an offence to cause or permit the use of a hand-held mobile phone when driving or to cause or permit a driver not to have proper control of a vehicle.