

Health, Safety and Welfare Policy

Section A General Statement of Intent

1. It is the policy of Hathaway Roofing Ltd. (the company) that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. It is the company policy also to ensure that any of its activities will not adversely affect the health and safety of others, including the general public, children, subcontractors, etc.
2. The company requires that high standards of safety, health and welfare shall be achieved and constantly maintained at all its sites, workshops and offices. The company also feels there is the need to have a strong commitment to the protection of the environment and to minimise waste. The company has therefore set out its environmental statement in this policy document to support this commitment.
3. The safety policy will be regularly reviewed and monitored in order to meet current legal requirements. All new legislation, codes of practice, etc. will be considered as necessary, and all significant changes will be made to the policy to ensure it continues to reflect working practices.
4. This policy and all revisions of it will be brought to the attention of all employees by the appropriate manager or supervisor in compliance with company procedures.
5. The company will ensure compliance with the requirements of this policy by maintaining a thorough monitoring programme. If the company feels that any part of the policy is not effective, it will take whatever steps are required to rectify the problem.

To ensure the Board of Directors can properly consider health, safety and welfare issues, it has appointed one of the Directors to be the company's 'Health, Safety and Welfare Champion'. The 'champion' will collate appropriate information and ensure the Directors are made aware of the issues prior to and at management meetings, and will disseminate the policy and wishes of the board to appropriate managers and supervisors as necessary.

6. All matters concerning health and safety will be implemented only after full consultation with employees. Employees who are members of a recognised trade union have the right to nominate safety representatives, under the **Safety Representatives and Safety Committee Regulations**, and request the organisation of a safety committee. Hathaway Roofing Ltd. also recognises that there is a requirement to consult with employees under provisions of **The Management of Health and Safety at Work Regulations, The Construction (Design and Management) Regulations** and the **Health and Safety (Consultation with Employees) Regulations** and will therefore encourage full employee participation in all matters relating to health and safety. Employees will be afforded every opportunity to discuss all health and safety issues with a senior representative of the company.
7. The company will ensure that all relevant safety and health training will be undertaken and that all the necessary information required to do a job safely will be forwarded to the appropriate parties. The company will ensure that sufficient resources are available to meet all reasonable health and safety requirements.
8. It is the function of management to provide all the necessary requirements in order to carry out work in a safe manner. However, no safety policy can function properly without the support and co-operation of all its employees. Therefore, the company reminds its employees that they have a legal duty not only to work in a safe manner, but also to co-operate in efforts to create safe and healthy working conditions.

Health, Safety and Welfare Training Policy

Sufficient and appropriate training is the key to the efficient operation of Hathaway Roofing Ltd. The company does not see health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law. Neither does it see health and safety training as a 'bolt-on' extra to skill or professional training, but as an integrated part of general skill training, for the correct undertaking of any work activity.

The company has therefore set out its **aims** to training as follows:-

- a) Training that is both suitable and sufficient and cost effective.**

The cost of training and the degree of risk to be countered by the training will be taken into account when deciding if the training is justified.

- b) Training will be prioritised to ensure that training, information and instruction for high-risk activities and emergency procedures is undertaken before general skill training.**

The company **objective** is to ensure that all employees can carryout their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.

- c) The more information, instruction and training received by the employee, the greater their level of competence and therefore the greater the opportunity to act as supervisors of their own work.**