

H+S Policy and Code of Conduct – Carma UK Roofing Limited (We)

Starting Work/ Signing In

We adopt a signing in procedure. All staff and sub-contractors must ensure they report to the signing in area on both arrival and departure from site and wear the minimum required PPE as per the visible site signage. Where such site signage isn't visible, please request the PPE requirement from the site supervisor.

Contact numbers should be logged on our signing in log so that in an emergency, anyone on site can be contacted quickly.

Communication paths should be clear and established at the first possible opportunity. To achieve this a responsible person (or appointed point of call) is needed for the client and any sub-contractors. A pre start Meeting should be held between all parties who may be affected by the works on site.

It is imperative that effective liaison exists between all parties on site so each can be made aware of the others health & safety needs, issues and concerns.

Abrasive Wheels

Only trained competent persons should use abrasive wheels. The use of abrasive wheels will normally require the issue of a hot work permit. Suitable PPE should be work as per the issued risk assessment.

Access & Egress

All staff and sub-contractors are responsible to ensure that at all times a good and adequate amount of safe access and egress is maintained. This should take in account any emergency vehicles which may require access. Where issues arise, any employee or sub-contractor must raise such issue with the site manager.

Pedestrian access routes around the site should be kept clear to maintain adequate segregation- if works are required to pedestrian routes suitable diversion signage and barriers should be put in place.

Alcohol & Drugs

All staff and sub-contractors are reminded that working under the influence of alcohol and/or drugs could seriously impair judgement and impact on the safe operating capability of those affected. All staff and sub-contractors MUST report for work free from the effects of alcohol, drugs or substances and the consumption of alcohol or the misuse of drugs (or substances) is forbidden during working hours on any of our sites and should under no circumstances be brought on to or in to the sites.

Any suspicion that a member of staff or sub-contractor is under the influence of alcohol and/or drugs will result in him/ her being asked to leave the site immediately and he/she may be refused future entry.

Asbestos

The Asbestos at Work Regulations place specific duties on all contractors and their clients. Carma UK Roofing Limited has adopted its own requirements that must be followed at all times.

Only staff and sub-contractors licensed under the Asbestos Licensing Regulations will be permitted to carry out work with asbestos containing materials on our sites.

Staff and sub-contractors are reminded that should they unexpectedly encounter material they suspect of containing asbestos, work must stop immediately, the area should be secured and the responsible Person informed. Under no circumstances should any attempt be made to clear up any debris.

Note: All staff and sub-contractors are further reminded that it is a legal requirement for contractors and sub-contractors to provide appropriate Asbestos Awareness Training to all their employees whose normal work activities may bring them into contact with asbestos (including those who supervise them). Such training should be carried out by competent training provider and proof of this should be provided to the Responsible Person upon request.

Cartridge Tools

Staff and sub-contractors MUST not use cartridge tools without advance permission from the site manager.

Carma UK Roofing Limited will only permit the use of these tools in exceptional circumstances. If permission is granted, cartridges and equipment MUST be kept in a locked container when not in use and all spent cartridge cases MUST be disposed of correctly.

All cartridges should be recorded and accounted for at the end of each day. Any missing cartridges/tools MUST be reported immediately to the site manager.

CDM

All staff and Sub-Contractors are expected to be aware of specific regulations and orders applicable to their work activities, particularly those engaged in construction work. In particular, they will be expected to follow the requirements of the Construction (Design and Management) Regulations 2015 (CDM) and the management of Health and Safety at Work Regulations 1999.

CDM Construction Phase Plan should be completed and a notification of works completed if applicable – Where Carma UK Roofing Limited are acting as principal contractor, it is our responsibility to display details of the F10 Notification of Work Notice sent to the HSE. The information should be displayed clearly adjacent to the designated work area and at other suitable locations agreed with the project site manager and client.

Sub-Contractors MUST provide details of risk assessments and methods statements to Carma UK Roofing Limited when acting as principal contractor. The principal contractor will formulate this information into a construction phase health and safety plan that fulfils the requirements of the regulations. This plan will be retained on site at all times.

Staff and sub-contractors MUST not commence work unless they have a copy of the relevant parts of the construction phase health and safety plan provided by the principal contractor.

Chainsaws

Chainsaws are only to be used on site with prior consent from the site. All the relevant legislative requirements, Acops, Guidance and industry standards MUST be followed. The user MUST be trained and competent in the use of chainsaws- copies of certification may be required.

The correct PPE equipment MUST be worn at all time.

Competence

Legislation requires that certain inspections, operations and supervisory duties MUST be carried out by a competent person. If Carma UK Roofing Limited has any reason to believe that sub-contractors' or any member of staff on site are not competent, it may request additional information from the appropriate sub-contractor or member of staff. Such a person may be asked to leave the site until suitable training and proof thereof has been carried out.

Compressed Gas Cylinders

Cylinders MUST only be used and moved in accordance with the manufacturers' instructions.

They should preferably be stored in the open air and out of sunlight in designated secure areas, and MUST not be stored in timber cabins. Fuel gases should always be stored separately from oxygen cylinders and the sites marked accordingly.

Provision for storage MUST be agreed with the site or project manager before work commences.

Cylinders MUST not be stored near combustible materials, sources of heat or in corrosive environments, or be allowed to cause obstructions. They should not be rolled, but always moved upright.

If gas cylinders have been delivered or moved in the horizontal position, they MUST not be used for a period of at least 12 hours after being stored vertically. They MUST not be lifted or 'cradled' by valve heads and MUST never be dropped. Staff and sub-contractors MUST ensure the safe condition of any equipment brought onto site. Flashback arrestors must be fitted. All hoses MUST be maintained in good condition and terminated with appropriate connections. These MUST be checked on a regular basis.

Fuel, gas and oxygen cylinders MUST be placed in trolleys or against a wall or other similar structures and secured by chains or other suitable means. All cylinders must be checked on completion of work to ensure that all valves have been closed. Flame cutting equipment MUST be disconnected and locked away securely. All cylinders MUST be fitted with suitable gauges, which indicate both cylinder and line pressures.

Confined Spaces

Confined spaces shall only be accessed where there is no other reasonable alternative for completing the works.

Entry of persons into confined spaces (where a hazardous environment may be present), Must be carried out in accordance with the Confined Space Regulations.

A confined space may be a tank, duct flue, chamber, vat, pit, pipe or similar enclosed area, if in any doubt, refer to the site or project manager.

A suitable method statement, detailing safe systems of work and including Permit to Work arrangements, MUST be written and given to the site before work is due to commence. The method statement should include the procedures to be adopted in the case of an emergency situation occurring during the work.

A current permit to work Must be issued before work commences and this MUST be clearly displayed adjacent to the work area.

Before entry is allowed into a space where a hazardous environment may be present, a competent analyst MUST carry out suitable tests and results should be included on the Permit to Work.

Staff and Sub-Contractors MUST also liaise with the site manager where entry is required into a confined space, the atmosphere of which may be affected by processes or operations, over which they have no control.

Evidence of the training of sub-contractors' staff in entry, emergency and rescue procedures will be required.

Contractors' Vehicles

Prior permission MUST be made for staff and sub-contractors' vehicles to be allowed on to any of our sites, and all vehicles MUST be of roadworthy condition and driven by competent trained staff and in accordance with Carma UK Roofing Limited site rules. Staff and sub-contractor should apply the same standards to driving on site as required for driving on the public highway, this includes, but not limited too; not using mobile phones whilst driving and ensuring due care and attention to surroundings and potential hazards.

Our sites presents unusual dangers in respect of road safety and it is expected of drivers that they exercise a high degree of responsibility and restraint.

All staff and sub-contractors Must take precautions to eliminate or reduce, as far as is reasonably practicable, the dangers to pedestrians arising from the Movement of their vehicles about the work area including entrances and exits.

This should include where practicable, separate access to the work area for all site staff, sub-contractors, plant and equipment for the whole duration of the work and a traffic system which eliminates or reduces the need for reversing.

Parking should only take place in designated parking spaces.

Control of Substances Hazardous to Health (COSHH)

To accord with the COSHH Regulations, no hazardous substances may be brought onto site or used without the prior completion of a full COSHH assessment. Data sheets, written assessments and other relevant information MUST be maintained on site for inspection with the safety plan.

Substances hazardous to health are generally known as COSHH substances and are broadly defined as:

- Any substance that has been assigned a Workplace Exposure Limit (WEL) in Guidance Note EH40, Occupational Exposure Limits;
- It has a black/orange label on the container which classifies it as - Very Toxic, Toxic, Corrosive, Harmful or Irritant.

Also included in the COSHH definition of substances hazardous to health are:

- Dusts present in substantial quantities;
- Biological agents such as bacteria and viruses; and
- Any substance having similar properties to the above.

Substances labelled as: Explosive, Oxidising, Extremely Flammable, Highly Flammable, or Flammable are known as “dangerous substances” and are subject to DSEAR. Examples of such substances include: petrol, liquefied petroleum gas (LPG), solvents, paints, thinners, varnishes, resins, adhesives etc. in gaseous, solid or liquid form. Dusts, vapours and mists created through work activity and released into the atmosphere can also be classed as dangerous substances under certain conditions. Such substances can cause a fire, explosion or other energy releasing event and therefore require careful consideration before work starts.

All users of the products MUST be made aware of risks and hazards identified and appropriate personal protective equipment worn.

All containers MUST be labelled clearly in accordance with current regulations. Labels MUST indicate the contents and display the appropriate safety and risk phrases.

Containers MUST be suitable for the substance and MUST not be used for any other purpose unless they have been suitably cleaned, purged or neutralised.

Disposal of COSHH substances should be undertaken in accordance with statutory requirements.

No hazardous apparatus, including X-ray equipment, lasers or substances to which the Ionising Radiation Regulations apply, may be brought on to the site without permission of the site or project manager.

Deliveries

All site deliveries should be managed by the contractor- for large bulk deliveries it is advisable that you let the site or project manager know so they can ensure any necessary arrangements are in place. Where Carma UK Roofing Limited is acting as contractor it is our responsibility to offload deliveries and ensure a banksman is available if reversing long distance is required.

Demolition

CDM Regulations apply to all demolition work. Demolitions work Must be carried out in accordance with current construction regulations and all other relevant codes of practice and guidance notes. Steps MUST be taken to prevent materials and debris injuring other persons.

For all buildings constructed prior to 1999, an Asbestos Refurbishment and Demolition Survey MUST be carried out to properly identify and locate possible ACMs prior to any work commencing. This would include areas of the building where ACMs have been previously removed.

All demolition work MUST have a written safe system of work created, and before demolition work commences all staff and sub-contractors MUST consult the site management team with regard to methods and timing. The site/project manager will advise on the existence of known services such as electrical cables, drains, gas, water, etc. However, it is the imperative all staff and sub-contractors ensure live services detection is carried out before carrying out any demolition works.

During demolition no unauthorised persons may be allowed in the area and suitable barriers, danger notices, shoring, scaffolds and lighting MUST be provided.

Special precautions will apply should the demolition involve the handling of any potentially contaminated materials e.g. material suspected of containing asbestos, hazardous chemicals, radioactive materials etc. and this should be reflected in the method statement.

Drilling

Before drilling or breaking out is undertaken, detection equipment should be employed where necessary to reduce the risk of striking services.

The site/project manager will advise on the existence of known services such as electrical cables, drains, gas, water, etc. However, it is the responsibility of the contractor to check for live services using appropriate detection equipment.

Dust & Fumes

The production of dust and fumes, can in some cases, cause ill-health effects. At the very least they can cause irritation to other building users, can trigger automatic smoke detectors (resulting in false alarms) and cause unnecessary additional work for the cleaners.

Therefore operations shall be conducted in such a manner as to minimise dust levels in the surrounding atmosphere.

Where such work is anticipated near to clean areas; Suitable and sufficient barriers Must be provided to prevent the passage of dust or fumes from the work area into the clean area. Such barriers may take the form of polythene sheeting (Min 1000 gauge) on timber frames for corridors, stairways etc or temporary sealing around doors, windows, vents, extracts, voids, openings etc. This MUST be included in the written procedures or method statement together with a full risk assessment. Adequate Risk assessments should be provided and RPE worn.

Ventilation systems are another route for dust or fume transmission to clean areas and the prevention of this should be discussed with the Responsible Person before work commences.

In extreme cases, effective control measures such as dust suppression systems, extraction equipment etc. may be required at source to properly control dust and fumes. Dust and fume exposure MUST be controlled to a level that is as low as is reasonably practicable and in all cases below any relevant Workplace Exposure limit (WEL) which set legal limits on dust/FUME concentrations in the air.

Electrical Systems

All installations MUST conform to the Electricity at Work Regulations 1989, IEE Regulations latest edition (currently 18th Edition) and other accepted standards for connections to electrical systems, as well as the Construction Regulations, and all other guidance notes or codes of practice. All equipment MUST be suitable for the purpose and inspected on a regular basis, such as intrinsically safe equipment for potentially explosive atmospheres.

All temporary site electrical services should be isolated where possible before site staff leave the premises.

A competent person MUST be appointed to be in charge of any electrical installation. Such a person MUST agree to accept full responsibility and their name and designation should be displayed close to the main switch or circuit breaker.

All portable electrical equipment brought onto site Must be electrically tested and serviceable at all times. Each piece of equipment MUST be suitably marked.

Electrical supplies used on construction sites will not exceed 110V CTE with transformers situated as close to the source of supply as possible. Higher voltages can only be used with the agreement of the project/site manager.

All staff and sub-contractors are reminded that certain waste electrical equipment is subject to the WEEE Regulations and should be disposed of accordingly. Please contact your site manager if you are unsure.

Emergency Procedures

For large building projects Carma UK Roofing Limited when acting as principal contractor will be expected to complete an emergency plan that should include details of fire, first aid, and accident reporting and evacuation procedures. The emergency procedures plan should be retained on site and communicated to all staff as well as the project and site management team.

Details of procedure and assemble points will be communicated during site induction to all individuals working on site.

Enforcing Authority Visits

In the event of health, safety and fire enforcing authorities visiting our, contact should immediately be Made with the project or site manager.

Excavations

Excavation work shall be carried out in accordance with the CDM Regulations. All works, trench supports, shoring, etc should be regularly checked and maintained (at least once at the start of each shift). A safe system of work MUST be implemented throughout the duration of the works in compliance with the appropriate legislation, associated ACoPs and guidance. Detailed risk assessments and method statements MUST be submitted to the Responsible Person in advance of the operations.

A permit to work should be completed- see permits to work section.

Before excavation is started the sub-contractor in charge shall consult the site manager with regard to method and timing.

The pre-construction information should provide information on the existence of known services likely to be affected by the work, e.g. electrical cables, drains, gas and water Main's, vacuum ring Mains and compressed air mains. However, staff and sub-contractors will still be expected to follow good safety practices e.g. using 'CAT' scanner (cable avoidance Tool) to locate the exact position of such services.

All excavations or openings shall be securely fenced, lit or otherwise protected at all times. All external excavations and obstructions shall be marked by an effective number of red or amber lamps from one hour before sunset until one hour after sunrise and during periods of poor visibility.

PUMPs should be provided to keep excavations clear of ground water seepage where necessary. Surrounding areas MUST be maintained in an orderly and tidy condition.

Loose material's and spoil shall be kept clear of gangways and working spaces and at least one Metre away from all excavations. Safe Methods of access and egress should be provided.

When work is complete, the site or work area MUST be properly reinstated and all previous Marking's, protective covers, warning notices etc restored.

Falls from Height

Any work undertaken by staff and sub-contractors where there is a potential risk of a fall from height MUST be suitably risk assessed and any necessary controls like edge protection put in place in line with current legislation.

Fire Safety & Fire Alarms

It is vital during work in any building that the integrity of the fire alarm systems, fire escape routes, fire doors, fire separation compartments etc. are maintained, or if this is not reasonably practicable, adequate temporary alternative measures are put in place.

No item of fire equipment on site shall be tampered with or misused. Any damage to such equipment MUST be reported immediately to the project or site manager.

Prior approval of the Responsible Person MUST be obtained before fire escape routes are obstructed in any way, diverted or otherwise rendered ineffective. Normally, alternative escape routes MUST be formed (including temporary signage) prior to works commencing.

Before starting work, staff and sub-contractors MUST discuss with the Responsible Person how the works might affect the fire safety of the building (and any adjoining building) and ensure that any additional risks are properly identified and suitable control measures are implemented. The agreed measures to be put in place will form a supplement to the Fire Risk Assessments of the building. The impact of the construction works must be continuously monitored and managed to ensure compliance with fire legislation and any changes documented as above.

Unless otherwise instructed, any penetrations made through walls, floors and ceilings for example to accommodate pipes, cables or cable trays, MUST be made good with an appropriate fire resistant sealing Material. The Responsible Person MUST be contacted in this event. Under no circumstance MUST holes be left in walls, floors or ceilings which could compromise the integrity of the fire/smoke separation of the building even on a temporary basis.

Where operations are likely to affect fixed automatic smoke detectors for example through the creation of dust, fume, smoke, steam it may be necessary to isolate the fire alarm system or a part of it e.g. the likely affected zone or the detector heads in the affected area MUST be temporarily covered ("bagged"). Approval of the Responsible Person MUST be sought prior to any de-activation, isolation or bagging of any part of any fire detection/alarm system. If bagging is authorised, only propriety made covers or paper bags are permissible and makeshift plastic covers, plastic bags or gloves are not to be used. A permit to work will need to be gained before any isolation takes place- see permits to work section for more information.

Corridors and stairways that form part of an escape route MUST not be used for the storage of plant, materials, debris etc. but MUST be kept clear and hazard free at all times. Only the minimum of combustible materials necessary for the work in hand should be allowed on the premises and waste should be removed on a regular basis. Existing fire-resisting doors are provided to prevent the spread of smoke and fire and MUST not be wedged open.

All hot work on site are managed through a permit to Work system- see permits to work section for more detail.

First aid

Legislation states that contractors and sub-contractors are responsible for the provision of suitable first aid facilities for their own employees. Whenever first aid is administered on our sites the site or project manager should be notified so an incident form can be completed.

Flammable Materials

Non-flammable materials should be used in preference to flammable materials. Risk assessments MUST always be completed prior to the use of any flammable material.

All petroleum Spirits, Mixture's or derivatives and all low flash point flammable materials, such as paint, thinners and adhesives, MUST be used and/or stored in accordance with current legislation.

Empty containers shall be stored in a safe manner and be removed from the premises as soon as practical.

Forklift Trucks

These MUST only be used by competent, trained and authorised users. Drivers MUST have evidence of their authority and training on them at all times. Except when manoeuvring from stacks, forklifts should not be used with the forks in raised position.

Forklifts MUST be inspected in accordance with statutory requirements and records MUST be available for inspection.

Gas Safety

Work on the gas systems and appliances MUST conform to all the relevant legislative requirements, ACoPs, Guidance and industry standards etc including the associations Policy and any Local Rules in force at that time.

Only trained and competent gas installers who are registered with "Gas Safe Register" and have the authority of the Responsible Person May install, repair, Maintain, test or work on the gas systems or carry out work on appliances, equipment, flues or fittings.

In addition, gas installers MUST hold the relevant qualification to enable them to carry out the intended work on different classes of installations and appliances e.g. Domestic, non- domestic installations etc.

Apprentices (or those under training) and any unqualified operatives working on any of our sites gas systems/Installations MUST be supervised by a registered and qualified gas installer at all times. The registered operative will be responsible for all aspects of the work.

Certifications of competence should be available onsite at all times and produced on request.

Health & Safety Policies

The Health and Safety at Work Act 1974 requires any contractor who employ's five or more persons to have a written policy statement. Sub-Contractors must submit a copy of their policy statement to the project or site manager in advance of any work on site.

Carma UK Roofing Limited will not employ companies without adequate health and safety provisions/arrangements.

Hoists, Cranes & Lifting Tackle

All hoists, cranes and lifting tackle MUST be Marked clearly with their safe working load and be used in accordance with current statutory requirements (LOLER) and the relevant British standards, codes of practice and guidance notes.

Certificates of test and examination MUST be obtained before any hoists or lifting tackle are used for lowering and raising materials or persons; these certificates MUST be kept at the site for inspection.

All hoistways MUST be enclosed with wire mesh or other similar material to prevent material falling outside the hoistway. Suitable gates at each landing MUST be provided with adequate signs.

Carma UK Roofing Limited and any of its Sub-Contractors MUST ensure that all hired mobile cranes have received statutory inspection in accordance with the current regulations and that all safety devices fitted to cranes are working correctly before they are used. Only fully-qualified, competent and authorised persons MUST operate lifting machinery.

Hot Works

Before starting any work involving the use of flame or any process giving rise to the generation of sparks, such as welding, brazing, grinding and cutting, a Hot Work Permit MUST be obtained from a Member of Carma UK Roofing Limited team in writing.

No hot work should be carried out in, or in the vicinity of, any vessel or plant which contains or has contained any explosive or flammable substance. When hot work has to be carried out in licensed petroleum stores or store rooms, the HSE MUST be notified before work commences.

Any compressed gas cylinders for heating purposes MUST be sited outside cabins and isolated when not in use.

All staff and sub-contractors MUST ensure that suitable screens and barriers are placed around areas where welding is being undertaken to prevent possible eye injuries and burns. On completion of work, checks are required 30 and 60 Minute's following to ensure no fire risks remain.

Lifts

Where necessary, appropriate protection against damage MUST be installed to lift floors, walls and ceilings and this must be maintained in good condition at all times and removed at the completion of the contract. All staff and sub-contractors are responsible for regular cleaning of the lift which has been contaminated by any construction material.

Dangerous or inappropriate goods and substances, equipment, machinery etc MUST not be conveyed within any lift.

Care should be taken when using lifts to transport materials to ensure SWL aren't exceeded.

Incidents, Accidents, Near Misses and Significant Event Reporting

What you need to do-

If you are involved in an incident or accident at work you are required to inform your site manager so it can be logged on the HQ incident reporting system.

Please ensure that this is done as soon as possible so that the report is recorded appropriately and any corrective actions taken.

This requirement forms part of the legal duties placed on all workers under the Health and Safety at Work Act 1974, which states that all workers MUST cooperate on matters relating to Health & Safety in the workplace.

Additionally, near misses or significant events should be reported in the same way. The importance of reporting near misses enables risks that may be present in the workplace environment to be rectified quickly and avoid potential harm or injury to others. The importance of reporting significant events enables occasions when there may have been no harm or injury but an emergency service or security provider attended site or where there has been a business interruption whether this be a missing person to a loss of a utility service.

See also section on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations for more information.

Inductions

An appropriate induction for all staff and sub-contractors will be conducted by Carma UK Roofing Limited before they commence work on site. This should be reviewed at least annually. Sub-contractors may arrange to carry out inductions for their own staff or subcontractors where previously agreed with the site manager.

Insurance

If the issue of insurance is not covered in any written agreement between the parties, all sub-contractors will agree the need for and level of suitable insurance cover with Carma UK Roofing Limited in writing. Copies of insurance certificates will be required to be seen and kept on file.

Liquefied Petroleum Gas (LPG)-fuelled vehicles

LPG cylinders MUST be fitted correctly to all vehicles and MUST be changed outside buildings or in areas that are ventilated adequately and away from sources of ignition.

Spare cylinders MUST be stored in accordance with current legislation and guidance issued by the HSE.

Vehicles MUST not be left unattended with engines running.

Lone Working

Lone working is not permitted on any site where Carma UK Roofing Limited is acting as contractor or sub-contractor.

Machinery, Tools, Plant & Equipment

All staff and sub-contractors MUST not use client provided equipment, machinery, tools and equipment (including lifting gear, hoists and vehicles) without the written permission of the Carma UK Roofing Limited where we are acting as main/principal contractor. Permission will only be granted in exceptional circumstance. All staff and sub-contractors are expected to bring on site or work area all appropriate plant, tools, equipment, machinery.

No safeguards (e.g. machine guards, fencing, interlocks, etc) shall be made inoperable or removed from the equipment except in accordance with current legislation (PUWER).

Suitable barriers must be erected to prevent persons not associated with Carma UK Roofing Limited or in the sub-contractor's employment approaching dangerous areas during commission and repair.

All machinery, plant, Tools and equipment brought onto our sites by staff or sub-contractors shall be fully safeguarded and protected in accordance with legal requirements and conform to Approved Standards to ensure the safety of all persons. Machinery and plant MUST be properly maintained and only be operated by competent persons to satisfy the requirements outlines in (PUWER).

Formal lock-off procedures and isolation certificates MUST be employed where any machinery could reinstate.

The use of Pneumatic tools in and around occupied buildings MUST be carried out with due regard to noise control- see section on Noise for information. Also see cartridge tool section for more information.

Noise

Where possible, noise emissions should always be controlled or eliminated at source, in accordance with the Control of Noise at Work Regulations 2005.

When selecting equipment for use on site, consideration MUST be given to using equipment with low noise emissions.

Where excessive noise is anticipated, full details should be included in the written procedures, method statement and risk assessments. Where noise emissions cannot be reduced to below the statutory requirements, suitable ear protection zone notices should be displayed and hearing protection provided to personnel and visitors.

NOTE: Carma UK Roofing Limited may impose noise embargoes in certain places and at certain times during the working day to meet operational needs. All staff and sub-contractors will be advised in advance of such a requirement.

Permits to Work

Appropriate Permits to Work MUST be obtained from Carma UK Roofing Limited site or project management team before any of the following processes are carried out. Carma UK Roofing Limited operates the following permits.

- a) hot work
- b) temporary isolation (Fire alarm, electrical, gas or water)
- c) Permanent Isolation (Fire alarm, electrical, gas or water)
- d) Roof access
- e) Breaking ground
- f) Excavation

Additional permits may be required for tasks such as asbestos removal & confined spaces and should be discussed with the site or project management team as required.

Personal Protective Equipment (PPE) & Respiratory Protective Equipment (RPE)

Where staff attend site without appropriate PPE & RPE, site management will ensure that suitable PPE & RPE is provided for use by all persons authorised to be on site. Sub-contractors will not be allowed on site with correct PPE and RPE. The PPE MUST adhere to all relevant regulations and approved standards. All staff and sub-contractors on site must have carried out training in the selection, use, maintenances and storage of all PPE & RPE as appropriate.

Carma UK Roofing Limited where acting as principal or main contractor will display appropriate warning signs where specific PPE or RPE is required, e.g. eye or hearing protection zones.

Petrol & Diesel Powered Equipment/Plant

Internal combustion equipment MUST not be operated on site without prior permission from the site or project manager. The emission of fumes from vehicles into buildings should be kept to a minimum.

They MUST not be left unattended with engines running. Stationary appliances MUST be fitted with exhaust emission controls and those used 'indoors' MUST have fumes ducted outside. Equipment MUST be stored in accordance with appropriate legislation.

Spare fuel MUST not be kept or dispensed inside buildings and shall be stored in accordance with the appropriate legislation.

Only authorised, trained and certificated personnel may drive vehicles on site.

Photography

Contractors will be held responsible for ensuring that no photographs may be taken on Carma UK Roofing Limited sites without prior permission from the site or project manager..

Portable Electrical Equipment & Tools

Attention is drawn to the following requirements:

- (a) All portable tools and equipment MUST be of as low a voltage as possible, i.e no greater than 110 volt, except where this is impossible and only with the agreement of the site or project manager.
- (b) All 110-volt equipment MUST be supplied from a double wound centre-tapped (CTE) transformer having a reduced secondary voltage.
- (c) Transformers MUST be provided by contractors with a Maximum lead length of two Meters from the higher voltage supply.
- (d) Each Item of Equipment used MUST be regularly inspected and be suitably marked with information concerning testing.
- (e) All test certificates MUST be Made available for inspection, upon request.

Pressure Vessels

Any pressure vessel brought on to the site must conform to the relevant regulations and a current certificate of inspection and test MUST be Made available for inspection.

Radios

The use of radio communications equipment MUST be cleared in advance via the site or project manager. All staff and sub-contractors MUST also ensure that they do not cause a noise nuisance by using personal compact disk/tape/MP3 players or radio receivers on site unless permission is granted by the site or project manager.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

It is the contractors' responsibility to notify the appropriate enforcing authority on Form FS2508, of any accidents or occurrences in the prescribed categories.

All staff and sub-contractors MUST notify the site or project as soon as possible of any reportable or specific major injury or dangerous occurrence on their site, and of any injury to a member of the public as a direct result of their work activities. Sub-cContractors MUST also send copies of all

reportable accident and dangerous occurrence reports together with a copy of the FS2508 to the site manager.

Where there has been an accident or dangerous occurrence, Carma UK Roofing Limited reserves the right to investigate the circumstance and make appropriate recommendations.

Any member of staff or sub-contractor should not enter our sites if they have contracted, or been exposed to, any infectious or contagious diseases, e.g. salmonellae, typhoid, cholera, or suspect that they may be suffering from any of the more common infectious diseases e.g. Measles, MUMPs, chickenpox.

Risk Assessments & Method Statements

All staff and sub-contractors should review any provided risk assessment and method statement ahead of carrying out works they have been appointed or requested to carry out. Where not available, the site manager or project manager must be contacted immediately and the work not carried out until such documents are provided and read. Sub-contractors MUST assess the risks associated with undertaking work on Carma UK Roofing Limited sites before it is carried out and provide written risk assessments and Method statements to the site or project management team contact for review.

Safety Co-ordinators & Safety Supervisors

To accord with the Management of Health and Safety at Work Regulations 1999, Carma UK Roofing Limited will have a nominated safety coordinator to be responsible, amongst other things, for validating method statements.

NOTE: Should a representative not be advised, the senior representative of Carma UK Roofing Limited will adopt this role by default.

Safety Files O&M Manuals

If deemed necessary an O&M manual may be required to cover the works completed. This folder MUST be formally handed over on completion and MUST contain all the correct details on matters relating to the building fabric like maintenance, operation and health and safety, as defined by the CDM regulations.

Safety Signs

Carma UK Roofing Limited are responsible for the provision, display and maintenance of any safety signs which may be required as a result of the work they are undertaking. Signs MUST be displayed at all appropriate locations throughout the work area.

The specification of the signs should be appropriate to the work being carried out and MUST comply with any relevant legislation and guidance.

Where signs are found not to be in an appropriate location, all staff and sub-contractors must immediately notify the site manager.

Security

Carma UK Roofing Limited and its sub-contractors are responsible for the security of plant, machinery, equipment and materials brought onto the premises for use in connection with the work. Their security arrangements should be communicated to the site manager and project management team.

Work sites (especially building sites) hold a particular attraction to young people and Carma UK Roofing Limited, its staff and sub-contractors should take all reasonable steps to prevent unauthorised access to their work areas and apply the principals of prevention contained in the relevant HSE publications.

Buildings where scaffolding or other access equipment is to be erected are more vulnerable to security breaches than normal. When work areas are bounded by substantial perimeter fencing this is not always an adequate measure to prevent intruders gaining access to the premises.

Services

Carma UK Roofing Limited staff and sub-contractors **MUST** not interfere with or connect to the electricity, gas, water or drainage systems or any other systems which services the building without the specific permission of the Responsible Person.

Normal use of standard plugs to connect portable electrical equipment is excluded from this requirement. However, electrical equipment designed to be used externally or in damp conditions, **MUST** only be connected to an approved RCD protected socket. Excessive lengths of trailing cables should be avoided.

Smoking

Smoking will only be permitted on Carma UK Roofing Limited sites in designated areas as agreed with the project or site manager prior to work commencing.

Storage

Carma UK Roofing Limited will allocate limited areas where materials may be stored prior to use on, or removal from, site. No materials may be stored in any corridor, fire exit or access route except as authorised by the site manager.

Carma UK Roofing Limited can order the immediate removal of materials that are not stored correctly.

Training

All site staff and sub-contractors MUST be provided with induction training at the commencement of work. New staff employed by Carma UK Roofing Limited MUST also receive induction training as soon as possible after starting work on site.

Refresher training should be carried out at regular intervals.

Relevant training should be completed as required for the work task. It is expected that the Carma UK Roofing Limited will have knowledge of what is required for their area of specialism. Carma UK Roofing Limited may ask to see copies of training certification from new members of staff or sub-contractors to ensure competence.

Please see section on competence for more information.

Vibration

Carma UK Roofing Limited, its staff and sub-contractors should take all reasonable measures to minimise the effect of vibration in compliance with current legislation and by applying those recommendations contained in the relevant British Standards and industry guidance.

Carma UK Roofing Limited, its staff and sub-contractors should use the Most effective vibration reduction techniques available and follow good practice.

Work likely to cause a disturbance in sensitive areas MUST only be carried out within the periods previously agreed by the Responsible Person.

Waste

Carma UK Roofing Limited, its staff and sub-contractors MUST comply with their legal duty of care in the storage, transport and disposal of waste during the currency of their contract. All site personnel should be suitably trained and knowledgeable about the waste procedures they are expected or required to follow.

Carma UK Roofing Limited, its staff and sub-contractors MUST arrange for waste and rubbish to be removed from site regularly and frequently or as directed by the site or project management team.

Carma UK Roofing Limited will allocate limited areas where waste products may be stored prior to removal from Site. No waste may be stored in any corridor, fire exit or access route except as authorised by the site or project management team.

Carma UK Roofing Limited can order the immediate removal of waste products that are not stored correctly. Storage of flammable liquids and gases MUST be in accordance with the appropriate section of this code.

Flammable waste, packaging, shavings and trimmings, etc shall be removed daily. Burning of waste is not permitted.

Contractors shall arrange for the disposal of waste, including special waste, in accordance with current legislation. Copies of the appropriate disposal forms shall be provided to the site or project

manager. Only registered carriers MUST be used for the removal of waste and the principal contractor should provide copies of their registration documents to the site or project manager.

NOTE: Contractors must provide a waste management plan for projects over £300,000.

Welfare

Unless otherwise stipulated with the site or project management team; Cara UK Roofing Limited will provide suitable and sufficient welfare facilities for their employees from Start to finish. Where difficulties arise, the Responsible Person MUST be contacted who will assist with such arrangements.

Work Huts

Work huts should preferably be of a non-combustible construction and should be situated at least six metres away from adjacent buildings.

Elevations facing adjacent buildings, or each other, should be imperforate and fire resisting.

Equipment fed from Compressed gas cylinders should have permanently fixed pipework from externally sited storage. Cylinders MUST be isolated/turned off after work or at the end of each working day.

The location of any work hut is to be agreed by the site or project management team.

Working at Height

Where ever possible working at height should be avoided unless absolutely necessary. The hierarchy of control should be used to access the Means of access for working at height, and scaffolding or Mechanical aids should be used over ladders where reasonably practicable. All workers requiring to work at height should have adequate training and be competent to do so.

No items may be thrown to the ground from any working at height activity. A purpose -built chute can be used provided the project or site manager has first approved details of its design, and if appropriate, by the local authority.

During work, materials should be stored neatly and tidily. Only the minimum amount should be kept on roofs to prevent fire hazards. On the completion of work all materials MUST be removed from the roof.

Scaffolding & Scaffold Towers

Where Scaffolding is required this MUST be erected in accordance with current regulations with weekly inspections carried out. A register should be kept on site for inspection purposes.

Erection MUST be undertaken by trained, competent scaffolders who should give a 'handing over certificate' to the contractor when erection has been completed. Carma UK Roofing Limited reserves

the right to inspect any scaffolding before it is used for access or work purposes. The principal contractor will be required to rectify any defects reported.

Carma UK Roofing Limited and its sub-contractors will be expected to know and apply the guidance notes and standards relevant to scaffold safety.

In particular, they should ensure that relevant drawings and load-bearing calculations are completed for birdcage, slung and cantilevered scaffolds. These Must be kept on site with the register and the handing over certificate.

The use of ladders on site should be in accordance with current regulations and other relevant Acts and HSE guidance notes.

Cherry pickers & Scissor Lifts

Where possible Mechanical access Equipment should be utilised, this is the preferred Method for the association. All Machines should be in a safe working order and regularly serviced in accordance with LOLER and PUWER and Manufacturers' advice. Copies of all inspections and certification should be available on site.

All workers using this type of equipment should be trained and competent and have the appropriate IPAF qualification (or equivalent). Where this type of equipment is used an emergency plan should be generated listing how to deal with failing of the plant during use.

Ladders, steps, trestles & Hop up's

Ladders, steps, trestles & hop ups should have identification Mark's on them, ladder tags and date tested. They should all be of sound construction before being brought onto the site and any equipment found to be damaged or unsafe for use MUST be removed immediately from the site.

If Ladders, steps, trestles & hop ups are found on site which are unsafe and ownership cannot be identified, then Carma UK Roofing Limited reserves the right to remove them and arrange for them to be destroyed.

Edge Protection

Some sites have fall arrest systems fitted; where these are present they should be utilised. Where these aren't present Carma UK Roofing Limited, its staff and sub-contractors must ensure that suitable edge protection is provided around roofs to prevent persons and materials falling, except for short-term inspection purposes. Contractors MUST also take suitable precautions to prevent persons and materials falling through fragile roofs and skylights etc.

Working Areas

Carma UK Roofing Limited, its staff and sub-contractors are not permitted to use other parts of any building other than those areas which have been authorised for their work or for access to their work.

Working Hours

Normal Contractor working hours are 08:00- 17:00; Monday- Friday.

Prior permission MUST be obtained by the any site member from the Responsible Person appointed contact for access to sites outside of these normal working hours.