

# HEALTH AND SAFETY POLICY

Nevson Roofing Ltd

**Registered office address  
Nevson Roofing Limited  
C/O JKS Accountants Ltd Suite 6,  
10 Duke Street, Liverpool, L1 5AS**

# **SECTION 1**

## **STATEMENT OF SAFETY POLICY**

# STATEMENT OF INTENT

Nevson Roofing Ltd is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations. The company commits to operating in accordance with the Health and Safety at Work (etc.) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable. The management will ensure that significant risks are assessed, and suitable and sufficient measures are adopted to allow each employee or contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance.

Each employee/contractor will be made aware of his/her responsibility for his or her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Devoting the necessary resources in the form of finance, equipment, personnel, and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Company.

Where necessary the company will arrange or provide suitable training for both management and operatives, where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Director. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy.

The monitoring of all issues relating to this policy is the responsibility of the Director.

**Signed Director:**        **Ryan Jones**

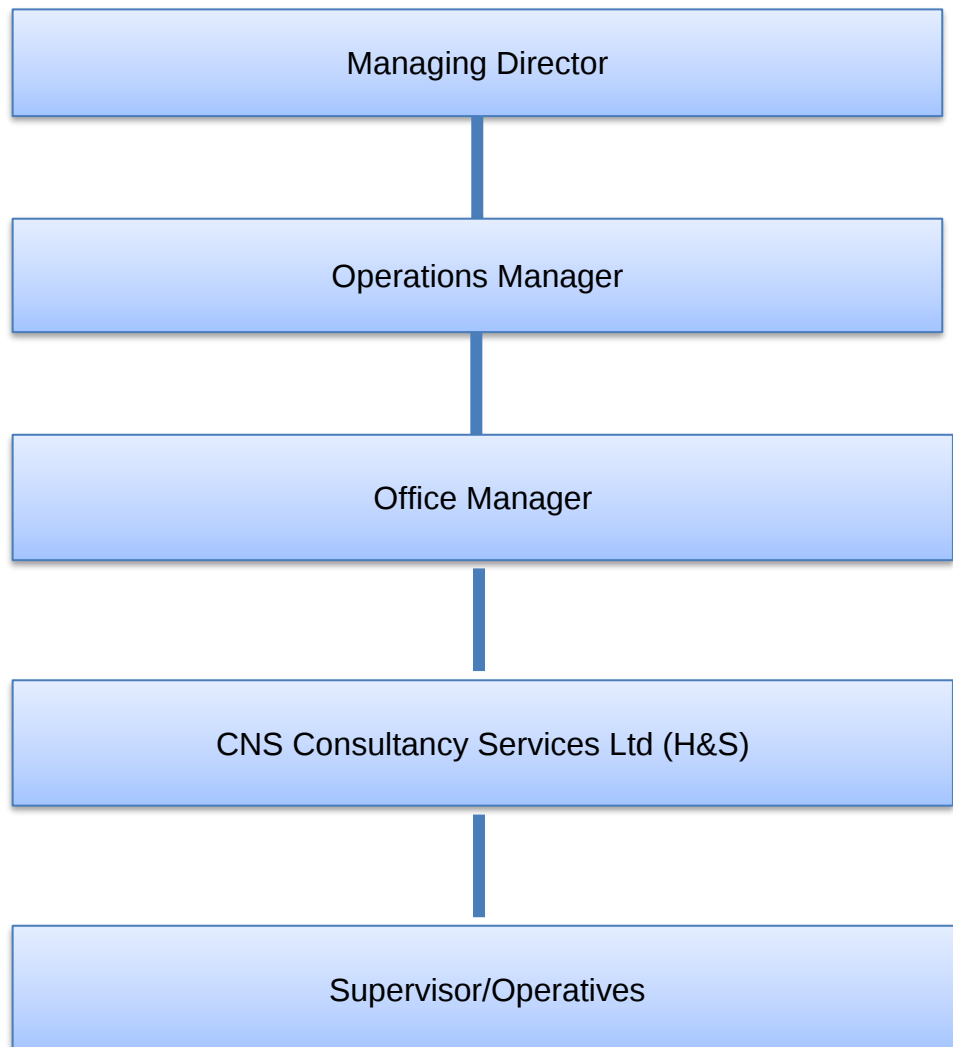
A handwritten signature in black ink, appearing to be 'Ryan Jones', with a stylized, cursive script.

**Date:**                      **3rd September 2025**

## **SECTION 2**

# **HEALTH & SAFETY RESPONSIBILITIES**

# Organisational Chart for Health and Safety Management



This organisational structure chart defines the levels of responsibility for safety within Nevson Roofing Ltd

Specific duties in relation to implementing and ensuring compliance with this policy statement are defined in the General Arrangements section of this policy.

## COMPETENT PERSON

Regulation 7 of The Management of Health and Safety at Work Regulations 1999 requires all employers to appoint one or more persons to assist them in complying with their health and safety legal obligations. The Company has appointed CNS Consultancy Services Ltd to act as their Competent Persons.

The role and responsibility of the Competent Person are to:

- Advise Nevson Roofing Ltd Senior Management on the actions necessary to comply with statutory requirements and Company policies.
- Help resolve health and safety issues and to raise awareness of health and safety related matters.
- Advise and assist in preparing and reviewing Health and Safety policies, procedures, guidelines, and safe systems of work. Making recommendations for change where and when appropriate.
- Advise and assist with the reporting, investigation and recording of accidents, ill health, and near-miss incidents.
- Participation, implementation, and review of Risk Assessments.
- Communicate and promote Health and Safety throughout the organisation by attending appropriate meetings, notices for notice boards, correspondence, memos, and example.
- Advise and assist in the development and provision of Health and Safety training needs.
- Ensuring contractors are competent and safe.
- Liaise and coordinate discussion with the enforcing authorities in relation to health, safety, and fire issues when necessary.
- Ensure relevant Health and Safety records are kept up-to-date, properly filed and readily available.
- Provide Senior Management with reports, advice, and objectives for the continuous improvement of the Company's Health and Safety performance.

# GENERAL ORGANISATION AND ARRANGEMENTS

In accordance with the Health and Safety at Work Act and all other Health and Safety legislation, Nevson Roofing Ltd as the employer is responsible for the Health, Safety and Welfare of all its employees and all other persons who may be affected by their work.

## Organisation and Managerial Responsibilities

Ryan Jones is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is the responsibility of Ryan Jones who holds the position of Managing Director. He is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of the Director who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

## Employee and Contractor Responsibilities

Each employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, it shall be the duty of all employees or contractors whilst at work:

- To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work
- To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures
- To refrain from intentional or reckless interference with equipment and systems provided in the interest of Health, Safety, and the Environment
- To co-operate with management when required on such things as accident prevention and all procedures about Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs
- To maintain good standards of housekeeping in our premises and on client premises
- To report any accident or incident including near misses (whether personal injury results) to the office

- To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake
- To ensure that no potentially hazardous item, substance, or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor
- To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored, and maintained.
- To undergo any Health, Safety, Environmental and operational training deemed necessary by the company

## **Staff Consultation**

If an employee or contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he or she must notify the Director or Site manager.

If an employee or contractor feels that health & safety procedures may be improved, for example by use of alternative equipment; he or she will be encouraged to discuss any suggestions with the management.

## SECTION 3

# HEALTH & SAFETY ARRANGEMENTS

## **General**

This safety policy and the arrangements therein will be stringently applied by Nevson Roofing Ltd. The company carries Employers' Liability (Compulsory Insurance) and Public Liability Insurance. It will be the policy of Nevson Roofing Ltd to ensure that adequate Welfare Facilities including first aid are provided on site.

Good housekeeping is the responsibility of employees and sub-contractors. It is expected that all workers will keep a clean and tidy workplace, clear waste and debris as work proceeds and do not block or restrict access routes. Do not leave tripping hazards on roofs, roof edges or by stairs, ladders etc.

Generic risk assessments and COSHH assessments will be kept in a place accessible for all workers. Specific risk as identified will be addressed either by the Manager or "other competent person". All personnel must comply with these special arrangements.

## **Hand Arm Vibration Syndrome (HAV)**

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAV. The company will ensure that staff are not subjected to excessive vibration through power tools etc., the company will endeavour to source low vibration tools and limit exposure to such tools the company will also provide adequate information instruction and training to its staff and contractors on the risks of HAV

## **Health & Safety Records**

All records will be kept by the Director, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records
- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

## **Asbestos**

Nevson Roofing Ltd acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure using effective management and proper control measures.

### **Arrangements for Securing the Health and Safety of Workers**

No work shall commence without assessment of the potential exposure of employees and others to asbestos because of the work and a statement of a suitable plan of work shall be made before the work commences. All employees are responsible for adhering to this policy and complying with all the requirements detailed within the policy.

Asbestos procedures if ACMs are discovered on site.

- Stop work immediately.
- Isolate the area i.e. shut doors and windows, turnoff ventilation systems and fans etc.
- Post warning notices (if available) and inform people in the immediate area and request that everyone keep away.
- Contact immediately Senior Management or Client. They in turn will contact the appropriate Supervisor who may obtain further guidance
- DO NOT allow work to continue in any area where materials which are suspected of containing asbestos have been found.
- If suspected ACMs have been damaged or disturbed during work(s) in progress, the materials should be left in-situ, the work(s) suspended and the area isolated pending further investigation.
- DO NOT attempt to take a sample. The actual act of sampling asbestos can expose the sampler to dangerous levels of asbestos fibres, and you could contaminate the surrounding area. Samples can only be taken by a UKAS accredited asbestos testing sampling and identification lab

## **Personal Protective Equipment**

Personal Protective Equipment will be provided by the company and the relevant PPE must be worn always whilst carrying out work. Details of the correct PPE will be made available to employees, no employee or contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each Manager to monitor the wearing of PPE on site under their control, persons found to be persistently breaching PPE rules will be subject to disciplinary procedures including ejection from the premises.

## **Electrical Safety**

We recognise we have a legal duty to control the use of electrical equipment on our premises in line with the control of Electricity at Work Regulations 1989; this equipment includes the main supply and any portable equipment. We must identify the nature of the tasks involved and areas within our operation that may pose a significant risk of harm. We have the facility to instigate control measures which include.

- Ensuring that all electrical installations and wiring conforms to the established legal standards
- Ensuring that all electrical supply isolation cabinets/circuit breakers are adequately controlled and access to the circuits are restricted to the key personnel with the relevant competency
- Ensuring that those involved in maintenance and testing or modifications to the supply (whether carried out in-house or undertaken by an external provider) have reached the necessary competency levels
- Maintenance and testing of fixed electrical installations and wiring
- The identification, visual inspection and testing of portable electrical appliances

## **PAT Testing**

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site Manager to ensure that all equipment provided is suitable for the task, including any provided by a Customer

## **Equipment Inspections & Records**

Each employee or contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to Director or Site Manager. The Manager will carry out 6-monthly inspections of all company equipment, ladders, PPE, tools, etc., and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible always. Where an inspection reveals a defect, it will be the responsibility of the Director or Site Manager to ensure that the equipment is not used until a suitable repair has been affected. If the equipment is beyond repair it must be discarded, whether a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

## **Welfare**

We recognise our duty to provide a healthy working environment and suitable welfare facilities. These will include the provision of an adequately ventilated, well-lit workplace as well as sanitary conveniences and washing facilities.

## **Accident Reporting & Investigation**

All employees and contractors must report any near miss, accident, or injury to the Head Office. Details of all accidents will be entered into the company's accident record book. It will be the responsibility of the Director or his nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the Reporting of Injuries

## RIDDOR 2013 Changes

From 1 October 2013, RIDDOR 2013 comes into force, which introduces significant changes to the existing reporting requirements. The main changes are to simplify the reporting requirements in the following areas: the classification of 'major injuries' to workers is being replaced with a

shorter list of 'specified injuries'; the previous list of 47 types of industrial disease is being replaced with eight categories of reportable work-related illness; fewer types of dangerous occurrence require reporting.

There are no significant changes to the reporting requirements for: fatal accidents; accidents to non-workers (members of the public); accidents which result in the incapacitation of a worker for more than seven days.

Recording requirements remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than seven days

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the Director or his nominated representative. Depending upon the circumstances of the accident, the Director or his nominated representative may seek the assistance of the external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

## Transport & Company Vehicle Safety

It is the policy of the company to only employ drivers who are competent. A person may only operate company vehicles if he or she.

- Has held a full UK license for a minimum of 2 years
- Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
- Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties. Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence. All drivers will be asked to present their licenses to the office these will be photocopied and returned.

## Machinery Operation

All employees and contractors who are required to operate machinery will have the appropriate training and license to operate such machinery. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

## Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc. shall be subject to regular inspection by the contract managers, who will withdraw damaged or unsuitable equipment from service

immediately. All machinery shall also be subject to maintenance and service as per the manufacturer's instruction and maintenance schedule OR at least annually

### **Lone Working**

Where work is carried out in the customer 's premises, the Director or his nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees and contractors required to work in or on such premises.

### **First Aid Arrangements**

The Director or his nominated representative will ensure that as a minimum the organisation has an appointed person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary.

Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees and contractors required to work in or on such premises.

### **Communication with Workers**

The company uses a variety of methods to communicate information with employees and sub-contractor. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

All employees are inducted, where they are provided with a copy of the safety policy and advised of Nevson Roofing Ltd' organisational arrangements and procedures for safety management, including this policy and all other procedures. Continuous and regular communication and consultation will occur with employees always

### **Health & Safety Training**

The firm will provide as much training and re—training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff in the firm. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff is trained in Health & Safety matters to a level appropriate to their responsibilities.

### **Induction Training**

Every new employee will receive a safety induction on day one of his or her employment. The training will consist of fire safety, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system. Copies of training records are available for clients upon request.

## **Fire Safety**

A fire risk assessment of the office-building complex is to be carried out annually by the relevant competent person. He is to ensure that all findings and actions arising from the assessment are actioned accordingly. The assessment is to be revised annually.

Emergency procedures for Office Buildings are to be posted next to all fire exits in the building and reception area. These procedures are to be tested regularly, on the instruction of a responsible person, at intervals not exceeding 12 months.

In the event of fire occurring, it is vital that staff and other persons can evacuate the premises. All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation. Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and employees must observe any line markers to indicate areas which must be kept clear. Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc. Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

## **Smoking**

In line with current legislation smoking is not allowed in client premises, our premises or company vehicles.

## **Housekeeping**

Good housekeeping is most important. Waste or packing materials should not be allowed to accumulate in any building. No combustible materials should be kept in rooms and stairwells should be kept clear of combustible materials always.

## **Display Screen Equipment (DSE)**

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. The company will carry out risk assessments and provide information instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience

## **COSHH Assessments**

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the Director or his nominated representative. A register of hazardous substances shall be kept at the head office along with all relevant Manufacturers Safety Data Sheets. Significant findings of the assessments will be communicated to the relevant operatives, together with the necessary MSDS sheets and instructions for use.

## **Noise**

Regular exposure to high noise can cause deafness and tinnitus. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80db, hearing protection will be provided for all operatives. Where noise levels are at 85db or above the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection, the wearing of hearing protection shall also be enforced.

## **Manual Handling Assessments**

The Director or his nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Manual handling assessments will consider the load to be handled, e.g. tools, equipment etc., its size and weight, the individual, the task, and the environment in which the task takes place. The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling.

## **Method Statements (Safe Operating Procedures)**

Work Instructions (Method Statements) will be developed for all the company's operations, information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes

## **Working at Height**

It is the policy of the company to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, where work at height cannot be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented. Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised. Where the risk of a fall cannot be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

## **Serious or Imminent Danger**

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations 1999.

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger. Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without the correct levels of personal protective equipment, training and safety procedures being in place the firm authorises any employee to remove him or herself to a relative place of safety when he or she has reason to believe he or she is at serious risk or in imminent danger. Work will not resume in that area until the problem has been neutralised. Some emergency events can occur and develop rapidly, thus requiring employees to act

without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of firefighting equipment etc. prior to starting work. Under no circumstances will work activities take priority over safety considerations.

## **Risk Assessments**

The Director or his nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff. The Director or his nominated representative will carry out site specific risk assessment for new site which the company's employees or contractors are obliged to work. Such assessments will consider the health and safety of employee or contractors and the public on site. The company is aware of the number of serious injuries from the incidence of slips, trips and falls. The Director therefore will pay attention to eliminating these hazards from site.

All Risk Assessments are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

## **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

Nevson Roofing Ltd understand that when appointed as a 'Contractor' or as 'Principal Contractor' on all construction projects, there are legal requirements placed upon us under CDM 2015.

Nevson Roofing Ltd understand that a Principal Contractor and Principal Designer are required on all projects where more than one contractor is required to undertake the works. The Company Director and Contracts Manager will ensure the Client is made aware of their duty to appoint them, along with their duty to raise an F10 form for all projects which exceed 30 working days and will have more than 20 workers on site working simultaneously, or on all project which exceed 500-person days to complete works, along with the rest of their duties as the Client under CDM 2015.

The Company Director and Contracts Manager are responsible for the planning of all works under our control and ensuring that suitable arrangements are in place for the management and monitoring of all works taking place on site. As part of planning the works the Company Director and Contracts Manager will ensure that all documentation is in place, such as the Construction Phase Plan when acting as Principal Contractor and when we are the only Contractor on the project. The complexity and detail of the Construction Phase Plan will be proportionating to the size and hazards/risks posed from the works and will consider all Pre-Construction Information received.

Additionally, when acting as 'Contractor' Nevson Roofing Ltd will.

- Comply with directions given by Principal Designer and Principal Contractor
- Comply with relevant section of the Construction Phase Plan
- Ensure site has taken steps to prevent unauthorised access
- Ensure suitable welfare facilities are in place

## **Alcohol and Controlled Drugs**

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in the use of; whether on or off company business in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue; or to be in possession of illegal drugs on Company, Client property or in a Company vehicle. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate manager.

## **Monitoring and Review**

Nevson Roofing Ltd is fully committed to a system of safety inspection, monitoring, review, and audit.

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the Director of Nevson Roofing Ltd and on site by the senior person. They will ensure the policy is being adhered to by all operatives and by operatives of any sub-contractors used. This is done via toolbox talks and regular inspections of workplaces and work equipment etc.

The policy is reviewed annually by the Director of Nevson Roofing Ltd and in conjunction with their appointed competent person organisation.

A review of this policy may occur if there are changes in relevant Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practice.