



wdw we do windows

## Health & Safety Policy

Issued by:



Version 1- October 2019

Collaton Safety Managing Director

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[www.collatonsafety.co.uk](http://www.collatonsafety.co.uk)

## **Health and Safety Policy Statement**

We Do Windows are committed to providing and maintaining a working environment that ensures the health and safety of our employees, customers, contractors and visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do.

We Do Windows recognises that the talent and energy of the men and women, who work for them, are its most valuable assets. Everyone who works at We Do Windows is encouraged to actively take part in and support this policy. The support of employees is necessary to achieve the objectives of the Policy and it is made clear that Health and Safety is a responsibility of equal standing with all other responsibilities.


The overall responsibility for Health and Safety lies with the Sebastian Treglown of We Do Windows who will keep all personnel advised as to their responsibilities and those of the Company, in respect to health and safety matters detailed in the company organisation structure.

We Do Windows recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and the Regulations which affect its activities. In order to fulfil their obligations We Do Windows will:

- ❖ Provide the necessary information, instruction, training and supervision to ensure the Health and Safety of its employees and others.
- ❖ Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and a safe system of work.
- ❖ “So far as reasonably practicable” ensure that they will provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place.
- ❖ Ensure that effective planning, control, and monitoring of all sites are maintained.
- ❖ Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- ❖ Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.

The Managing Director and employees at We Do Windows will strive to improve the health and safety culture throughout the Company at all levels.

This policy will be subject of an annual review by We Do Windows to ensure its continued effectiveness.

Directors Signature:  ..... Date: 1st November 2024

**Signed Copy Held at Head Office**

Review date: 1<sup>st</sup> December 2024

## **Organisation**

### **DUTIES, ROLES AND RESPONSIBILITIES**

The overall and final responsibility for Health and Safety is that of the Managing Director Sebastian Treglown

The accountability for the day-to-day responsibility for ensuring the policy is put into practice is delegated to Sebastian Treglown

The answerability and consultation with Employees is set out in the We Do Windows organisation arrangements.

It is the responsibilities of the employees to:

Co-operate with their managers on Health, Safety and Environmental Matters;

Not interfere with anything provided to safeguard their Health and Safety;

Take reasonable care of their own Health & Safety; and

Report all Health & Safety concerns to an appropriate person, as detailed in the organisation structure.

Sebastian Treglown is supported by Health and Safety Advisors, currently Collaton Safety Managing Director Ltd.

We Do Windows have identified and included specific responsibilities in relation to health and safety as they relate to each post in their organisation.

The following pages contain a general description of responsibilities and duties which should be read in conjunction with the particular needs of the company.

## Company Duties

1. a) To observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E. Inspectors and Environmental Officers during visits.
2. b) The provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.
3. c) Ensuring the control of risks to health in handling, storage and the transportation of materials, articles, and substances.
4. d) To carry out and provide Risk Assessments, COSHH Assessments, Noise Assessments and other assessments as necessary and in consequence safe systems of work, preparing and providing method statements as required.
5. e) The provision of adequate information, instruction, training, and supervision to ensure the health and safety of employees and any other person.
6. f) The provision of any necessary Personal Protective Equipment (PPE).
7. g) The encouragement of discussion of safety matters between and within our organisation.
8. h) To consult with staff and safety representatives on matters relating to Health and Safety at work.
9. i) The provision of adequate Welfare and First Aid Facilities as required by the relevant statutory provisions.
10. j) To prevent injury or damage to any person and adjacent property affected by their operations.
11. k) To bring into effect proper procedures to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 2013 and to include where appropriate the investigation and reporting of the same.
12. l) To ensure that all site contractors comply with relevant statutory operations.
13. m) To co-operate with Local Authority and Fire Prevention recommendations and ensure that requirements under The Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.
14. n) To company will not permit its employees, sub-contractors and others engaged to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Any employee found to be under the influence of drugs or alcohol will be subject to the company disciplinary procedure as gross misconduct, others will be removed from site and prevented from working on future projects. Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies, or medication likely to affect the employee's health and safety
15. o) To make arrangements for implementing any special requirements required by the Client, the Police and Local Authority whilst operating in hazardous or sensitive areas.
16. p) To monitor and review Health and Safety performance and compliance throughout the year by having safety review meetings, site inspections, audits and site toolbox talks

## **Managing Director**

The Managing Director takes ultimate responsibility for Health, Safety, and Welfare through We Do Windows In order to protect the Safety and Health of employees and others affected by We Do Windows operations, they will:

1. a) Take reasonable steps to familiarise themselves with the hazards and risks associated with the work of We Do Windows and with the precautions which need to be taken to eliminate or control those risks.
2. b) Ensure that employees and others receive sufficient information, training, and advice so that they can carry out their duties safely and competently. Ensure adequate resources and facilities are available for this purpose.
3. c) Initiate the timing and review the Health and Safety Policy and Health and safety performance to ensure it is promoted to all employees and others working on behalf of We Do Windows To continually monitor and review compliance throughout the year by having safety review meetings, site inspections, audits and site toolbox talks
4. d) Ensure that all employees satisfactorily discharge their Health and Safety responsibilities allocated to them.
5. e) Ensure the availability of expert advice on Health and Safety matters. i.e. HSE, Approved Codes of Practice Trade Associations, circulars.
6. f) Ensure that the Managers and those with dedicated day to day responsibilities are adequately trained to carry out their Health and Safety duties effectively.
7. g) Ensure the safety performance of We Do Windows is monitored, action taken to remedy any identified deficiencies and establish procedures to deal with office and site emergencies.
8. h) Appoint a suitably trained and competent person to assist him in carrying out the day-to-day Health and Safety duties.
9. i) Before entrusting work tasks to employees and sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
10. j) Have personal knowledge of the broad requirements of the Health and Safety at Work Act 1974 and Health and Safety Regulations and the HSE Approved codes of Practice.
11. k) Ensure that all necessary PPE is provided to employees and encourage sub-contractors to obtain and wear PPE (Personal Protective Equipment).
12. l) Ensure that adequate provision is made for welfare facilities on site that meet the relevant regulations and that adequate first aid provisions are made.
13. m) Set personal examples of Health and Safety awareness.

## Employees

All employees will:

1. a) Take reasonable care for their health and safety and of other persons who may be affected by their acts or omissions at work.
2. b) Co-operate with the company so far as is necessary to enable them to fulfill any duty or requirement imposed on them by relevant statutory provisions, duty or requirement to be performed or complied with.
3. c) Read the 'Health and Safety Policy Statement' and carry out work in accordance with its requirements. Risk Assessments have been completed for all tasks and duties and relevant control measures have been identified and included within the assessment.
4. d) Not use any tools or equipment for which it is not intended or they are not trained or experienced to use. Ensure that all portable electrical equipment has been visually inspected before using equipment. Always take an ergonomic approach when manually lifting objects and always use the mechanical aids for lifting that are provided.
5. e) Warn others, particularly new employees and young people of particular known hazards. E.g. particularly all substances used and the correct use of tools.
6. f) Report to the Managing Director any injury to them which results from an accident at work, even if the injury does not stop them working. Report also any incident, which could have resulted in injury or damage i.e. near miss.
7. g) Abide by any 'Codes of Practice' etc. issued for their Health and Safety.
8. h) All substances used by the Company will be risk assessed for their suitability. Never introduce any substance without the written consent of the Managing Director.
9. i) Undergo a medical examination (if asked). The circumstances where an examination maybe required include if their health is having an adverse effect on their work, relations with others around them or gives reasonable cause for Managing Director concern,
10. j) The use of Personal Protective Equipment will be identified from the Risk Assessments that have been carried out. Do not misuse or interfere with any Health and Safety equipment or personal protective equipment supplied for their safety.
11. k) Familiarise themselves with the Fire Evacuation Procedure which will be published on a nominated Notice Board. Whilst working on site or customer premises all Fire Precaution Notices and Fire Prevention Measures put in place, must be observed.

This Policy cannot operate without the full co-operation of employees and places a high priority on good health and accident prevention. Managing Director and employees must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees, sub-contractors, visitors and members of the general public.

## **Protection of Young Persons**

We Do Windows will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of existing or potential risks or the fact that young persons have not yet fully matured. Therefore a specific risk assessment will be undertaken before work commences, as part of the induction process young persons, after a suitable probation period will be given the opportunity to progress onto a CITB recognised training programme.

Where this concerns a child (not over compulsory school age), in addition to this assessment, it must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from use of the following equipment, unless attending approved training under the direction of a qualified and competent person:

1. Accessing Scaffolding at all levels
2. Woodworking machinery
3. Mobile plant
4. Lifting appliances
5. Acting as slinger / banksman in lifting operation

## **Sub-Contractors Duties**

Sub-contractors must submit a copy of the Health and Safety Policy for inspection by We Do Windows and provide other evidence of competency, as it may be required, to have personal knowledge of the requirements of the Health and Safety at Work Act 1974 and the Regulations and Approved codes of Practice.

1. a) All sub-contractors will be expected to comply with the We Do Windows Policy for Health, Safety, and Welfare.
2. b) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on Site.
3. c) Assessment of risks associated with substances, processes or work activity on site which may be hazardous to health and safety must be provided to the company Managing Director before work commences. Any material or substance brought on Site with health, fire or explosion risks must be used and stored in accordance with regulations, and the information provided to any person who may be affected on site.
4. d) Scaffolding used by sub-contractors employees (even when scaffold erected for other contractors) must be inspected by their employer to ensure that it is erected and maintained in accordance with Regulations and Codes of Practice.
5. e) Sub-contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
6. f) All plant or equipment brought onto site by sub-contractors must be in a safe and good working condition, fitted with any necessary guards, safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment, or operations to be carried out must be provided to the company Managing Director before work commences.
7. g) No power tools or portable electrical equipment of greater voltage than 110 volts may be brought onto site unless agreed by company Managing Director. All transformers, generators, extension leads, plugs and sockets must be in good condition and to the British Standard for Industrial use.
8. h) Any injury sustained or damage caused by sub-contractors employees must be reported immediately to We Do Windows Managing Director.
9. i) We Do Windows have appointed a Safety Advisor to report on health and safety matters arising from site visits. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide We Do Windows Managing Director with names of the person/s they have appointed as Safety Supervisor/s.
10. j) Suitable welfare facilities and First Aid equipment in accordance with regulations must be provided by Sub-contractors for their employees unless arrangements have been made for the Sub- contractors employees to have the use of this Company's facilities.
11. k) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc., to be cleared as work proceeds.
12. l) All operatives, sub-contractors, visitors, etc. on We Do Windows sites will wear the appropriate Personal Protective Equipment at all times other than in areas specifically designated as 'NO RISK' areas. Signs on site stating specific Personal Protective Equipment to be worn in a particular area must be compiled with by sub-contractors personnel.



A detailed Method Statement from sub-contractors carrying out high risk activities e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, crane lifts, etc. The method statement must be agreed with We do Windows Managing Director before work begins and copies made available on site so that compliance with agreed method statements can be maintained.

**The Principal Contractor's Duties**  
**The Construction (Design and Managing Director) Regulations 2007**

Where We Do Windows is appointed by the Client as Principal Contractor, the following arrangements will apply to the operations/project for which we have been appointed as Principal Contractor. We shall:

1. a) before the start of the construction phase, prepare a construction phase plan which is sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be started so far as is reasonably practicable without risk to health or safety, paying adequate regard to the information provided by the designer under regulations 11(6) and 18(2) and the pre-construction information provided under regulation 20(2)(b);
2. b) from time to time and as often as may be appropriate throughout the project update, review, revise and refine the construction phase plan so that it continues to be sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be carried out so far as is reasonably practicable without risk to health or safety; and
3. c) arrange for the construction phase plan to be implemented in a way which will ensure so far as is reasonably practicable the health and safety of all persons carrying out the construction work and all persons who may be affected by the work.
4. d) The principal contractor shall take all reasonable steps to ensure that the construction phase plan identifies the risks to health and safety arising from the construction work (including the risks specific to the particular type of construction work concerned) and includes suitable and sufficient measures to address such risks, including any site rules.
5. e) Every contractor shall in the case of any of his employees provide those employees with any health and safety training which he is required to provide to them in respect of the construction work by virtue of regulation 13(2)(b) of the Managing Director of Health and Safety at Work Regulations 1999.
6. f) No contractor shall begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
7. g) Every contractor shall ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with throughout the construction phase in respect of any person at work who is under his control

## **The Contractor's Duties**

### **The Construction (Design and Managing Director) Regulations 2015**

Where a company or individual is to work as a Contractor under the Principal Contractor, it shall ensure that no construction work is carried out in relation to a project unless any client for the project is aware of his duties under these Regulations.

1. a) The Managing Director shall plan, manage and monitor construction work carried out by him or under his control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.
2. b) The Managing Director shall ensure that any contractor whom he appoints or engages in his turn in connection with a project is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work.
3. c) The Managing Director shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health, including—
  - Carrying out a suitable site induction, where not provided by any principal contractor;
  - Make the workers aware of site rules and specific hazards for that particular site.
  - Staff will be given information on the risks to their health and safety during a daily site briefing, copies of the relevant methods of working and risk assessments will be explained to the workers by a responsible person, a sign off sheet will be signed by the workers to ascertain that they are familiar with the relevant methods of working and risk assessments.
  - Staff will be encouraged to give their valued views and opinions on the relevant work activities and hazards associated with the work activity with additional comments written on the reverse side of the relevant risk assessments.
  - Staff are issued with a copy of our company handbook which they and are expected to read to ensure they are conversant with our policy.
  - Tool box talks will be carried out by a responsible person on specific subject matters during the course of construction projects, the number of tool box talks will be dependant on the site and on the requirements of the principal contractor.

## Arrangements and Procedures

### **Safety Training**

Preventing accidents and ill health caused by work is a key priority for everyone at We Do Windows. The Managing Director recognises that competent employees are valuable and that providing health and safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they do
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- Find out how health and safety could be managed better;
- Meet legislative requirements

The Managing Director will ensure that health and safety issues form an integral part of induction training, new staff have an induction training session within the first week of employment outlining the company Health and safety procedures, e.g. working at height regulations, risk assessments and method statements and safe working practices. Further training forms part of ongoing staff development.

The Health and Safety law poster is situated in the main office and is brought to the attention of personnel during their Health and Safety induction training, because of the various sites worked on personnel will undergo site specific induction training provided by the Principal or Main contractor for the project.

The Managing Director is aware that effective training will contribute towards making our employees competent in health and safety and help the business avoid the distress that accidents and ill health cause.

All We Do Windows staff will have attended a health and safety awareness course and respective courses relevant to their individual activities.

We Do Windows will ensure that staff who attend site will be suitably trained in compliance with the CISRS Construction Industry Record Scheme and within three months of their start date have completed the appropriate Health and Safety test to obtain a recognised CSCS or equivalent card.

The Managing Director assisted by the Health and Safety Advisor will review personnel training identifying specific requirements on a continual process with an annual review of the competency training matrix to identify any future training requirements, records of all training will be kept on the staff personnel files and held at head office.

## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**

Accidents (no matter how minor an injury may be), incidents and near misses must be recorded in the accident book located in the office.

An initial investigation will be carried out by the Managing Director assisted by the Safety Advisor, if the incident is of a type where the actual or underlying cause needs to be established or where reoccurrence is likely a detailed investigation will be conducted supported with a full report and corrective actions communicated to We Do Windows personnel and Sub Contractors to prevent further accidents.

We Do Windows recognises their legal duties under RIDDOR that require them to report and record some work-related accidents by the quickest means possible.

The Health and Safety Advisor WILL report:

- deaths;
- major injuries;
- over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

RIDDOR applies to all work activities but not all incidents are reportable. If an accident has occurred in a work situation the Directors will contact the Health and Safety Advisor who will call the Incident Collaton Safety on 01752 395166 for confirmation as to whether an incident/accident is reportable.

## **Health and Safety (Consultation with Employees) Regulations 1996**

We Do Windows consults with employees on matters relating to their health, safety, and welfare and issues them with the information which is deemed necessary. This information will be displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets, and verbal safety information during briefings.

The company encourages employees to take part in the spirit of the regulations by actively taking part in discussions with their Supervisor and or the Managing Director assisted by the Health and Safety Advisor during site inspections. It is the responsibility of all Supervisors to ensure that the consultation takes place. All personnel have also been issued with a copy of the company Health and Safety handbook.

In association with the Principal and main contractors special provisions will be made for non English speaking personnel, this will be via the use of translation services organised by the Managing Director and the Health and Safety Advisor.

### **The Manual Handling Operations Regulation 1992**

We Do Windows will assess manual handling within the work place and take an ergonomic approach to its activities and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. Due to the nature of our business materials are often chained progressively up or down the scaffolding, where possible we will ensure gin wheels or other suitable manual handling aids are utilised by staff to reduce manual handling issues. If materials are chained staff will be encouraged to take suitable rest breaks and individuals capabilities will be taken into account.

We Do Windows will ensure that adequate risk assessments are carried out to identify hazards associated with manual handling and that suitable training and supervision is given. It is Managing Director's responsibility, to ensure that the requirements outlined in the regulations are satisfactorily met.

## **Managing Director of Health and Safety at Work Regulations 1999**

This regulation concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It is the duty of the We Do Windows Managing Director supported by the Health and Safety Advisor to ensure risk assessments are carried out and reviewed periodically.

The We Do Windows Managing Director assisted by the Health & Safety Advisor, will ensure all risk assessments are conducted following the HSE guidance "5 steps to Risk Assessment." This process will include the development of existing standard templates for Method Statements and Risk assessments by the We Do Windows Managing Director to ensure that the hazards and those people affected can be identified. The existing controls are evaluated for suitability and further additional control measures will be introduced where required. The findings are then recorded and reviewed as appropriate by the site supervisor and personnel.

Project specific method statements and risk assessments will be produced by the Managing Director reviewed periodically by the Health and Safety Advisor, additionally the Health and Safety Advisor will review and update the risk assessments and the process as part of the annual Health, Safety and Environmental Policy review.

We Do Windows staff will be given information on the risks to their health and safety during a daily site briefing, copies of the relevant methods of working and risk assessments will be explained to the workers by a site responsible person, a sign off sheet will be signed by the workers to ascertain that they are familiar with the relevant methods of working and risk assessments.

We Do Windows staff will be encouraged to give their valued views and opinions on the relevant work activities and hazards associated with the work activity with additional comments will be written on the reverse side of the relevant risk assessments by the responsible person or the persons carrying out the activity.

All We Do Windows staff who carry out risk assessments will have undergone suitable and sufficient training to ensure their competence when carry out the risk assessments, this will enable staff to develop the current risk assessment process to ensure the assessments are suitable and sufficient and compliant with Regulation 3 of Managing Director of Health and Safety at Work Regulations 1999.



## **Control of Substances Hazardous to Health (COSHH) Regulations 2002**

The Managing Director with assistance from the Health and Safety advisor will identify any substances that are used in the day to day activities and ensure suitable risk assessments are carried out with the appropriate control measures introduced, e.g. Personal Protective Equipment being provided with the relevant information being communicated to the users.

New substances before they are introduced will be assessed for their suitability by the Managing Director reviewed periodically by the Health and Safety Advisor.

We Do Windows will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
  1. *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
  2. *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
  3. *Control exposure by measures that are proportionate to the health risk.*
  4. *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
  5. *Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.*
  6. *Check and review regularly all elements of control measures for their continuing effectiveness.*
  7. *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
  8. *Ensure that the introduction of control measures does not increase the overall risk to health and safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded
- Ensuring that exposure to substances that can cause occupational asthma, cancer or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable.

At We Do Windows the substances personnel use are limited to paints and thinners although the sites and locations where they work may expose them to other substances, these will be highlighted by the respective site representative to ensure adequate control measures are in place to minimise the risk to We do Windows personnel.

As part of an ongoing process when new substances are identified these will be assessed and suitable control measures introduced to control the risk to personnel.

### **The Health and Safety (Display Screen Equipment) Regulation 1992**

The Managing Director, with support from the Health and Safety Advisor, is responsible for ensuring risk assessments are carried out for persons using display screen equipment. During the assessments We Do Windows will identify what requirements are necessary and to take into account the amount of time a person uses a display screen and associated workstation. During the risk assessments consideration will be made to factors such as the working environment, free eyesight testing and correction will be available.

## **The Workplace (Health, Safety & Welfare) Regulations 1992**

The Workplace Health, Safety & Welfare Regulations cover a wide range of basic Health and Safety Issues. We Do Windows will ensure that workplaces meet the health, safety, and welfare needs of all its employees, contractors and visitors, due to the location of the premises there are very few occasion when members of the public visit the office.

Before starting work managers will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water, changing rooms and eating facilities. The Managing Director will ensure that so far as reasonably practicable workplace facilities are maintained at an acceptable level.

Whilst working on other sites and premises, periodical inspections will be carried out by the Managing Director and the Health and Safety Advisor to ensure the workplace is monitored to ensure safe working conditions and practices are followed. Any corrective actions are recorded and communicated to the site personnel and site Managing Director. The inspection reports are periodically reviewed to identify any trends and future campaigns.

## **Control of Lead at Work Regulations 2002**

We Do Windows do not work with Lead although during attendance to sites and premises personnel may come in contact with some lead flashing. Personnel will be provided with personal protective equipment to prevent exposure with safe systems of work and method statements to include procedures how to deal with a situation that may occur.

### **The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998**

It is a We Do Windows Managing Director responsibility to ensure suitable equipment is provided and an assessment of risk is carried out, this will be completed by the Managing Director assisted by the Health and Safety Advisor, the assessment will consider the current provision of protection and preventative measures.

The Managing Director will ensure the equipment and tools are regularly maintained in good working order with suitable records. All users will be suitably trained and made aware to check the equipment and tools prior to use and report any defects to the Managing Director

On occasions We Do Windows may need to hire in equipment due to specialised work or quantity of work. The Managing Director will identify suitable equipment and tools which will only be obtained from approved hire companies who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The Managing Director with assistance from the Health and Safety Advisor will ensure any new plant and equipment has been identified as being suitable for the operations and meets current health and safety standards before being purchased.

## **Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998**

We Do Windows will ensure that lifting equipment will be subjected to an assessment to ensure the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely. i.e. the work is planned, organised and performed by competent trained operatives
- Subject to ongoing thorough examinations and, where appropriate, inspection by a competent person, 6 monthly inspections for the equipment used to move people and 12 monthly inspections for other lifting equipment.

Lifting equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing, or supporting it. A wide range of equipment is covered by these regulations including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

Records of inspections and test certificates for all lifting equipment are kept at the offices.

### **First Aiders (Health and Safety (First Aid) Regulations 2013)**

At head office first aid facilities are provided in the reception kitchen area where the first aid kit, accident book is located and a list of current first aiders, due to the nature of our business i.e. working from numerous locations, employees must ensure they are aware of the site First Aid provisions.

There will be at least one 'Emergency first aid at work' trained operative on each site.

Each Company vehicle is equipped with a first aid kit and an additional kit is also stored at the company office, at least one of which is easily accessible to all employees at any one time during working hours. They are checked and restocked by the company every 3 months, unless the employee notifies the Managing Director that supplies have been used up, in which case items will be restocked as required.

As part of the Health and Safety induction process a general health surveillance check list will be completed, if a more detailed health surveillance check is required the Managing Director assisted by the Health and Safety Advisor will make an arrangement with an appropriate health surveillance organisation. All information will be treated strictly private and confidential and held securely within the administration department.

## **Electricity at Work Regulations 1989**

We Do Windows mainly use cordless battery operated electrical equipment although when using 110volt electrical equipment they will ensure it is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. The use of 240V equipment is prohibited on site except when an equivalent 110V or rechargeable tool cannot be obtained. In these circumstances a RCD must be used in the power supply. All equipment will be visually checked by the user to spot early signs of damage or deterioration. The operator's visual check will include:

- Cordless Battery operated equipment will be used in preference
- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable will only be replaced with a new cable by a competent person.
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of the equipment they are advised to stop it from being used and report the matter to their direct supervisor. The supervisor will arrange for a competent person to undertake a more thorough check.

Electrical equipment on construction sites will be treated more rigorously due to the potentially harsh nature of the working environment.

Tools that use 110 V will be subjected to a thorough visual inspection on a weekly basis by the operator, a formal visual inspection by a competent person on a monthly basis and a combined inspection/test before use and at 3 monthly intervals thereafter.

Where site rules allow the use of 240v tools a suitable RCD MUST be used.

All electrical equipment will be subject to a thorough visual inspection by the operator on a daily/every shift basis, a formal visual inspection by a competent person on a weekly basis and a combined inspection/test before first use and then on a monthly basis thereafter.



## **The Personal Protective Equipment at Work Regulations (P.P.E) 2002**

We Do Windows recognises that this regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation.

During the initial Health and Safety induction process new personnel are issued with all PPE including hard hat, gloves, goggles, hi-vis clothing, safety footwear, dust mask, ear defenders and safety harness. The company will continually check to ensure that there is a free supply of PPE available from the office. All employees are suitably trained in the safe storage and use of PPE. All PPE issued must be stored as per the manufacturers specification.

It is the employees duty to not misuse or interfere with any Health and Safety equipment including PPE supplied for their safety.

## **Control of Noise at Work Regulations 2005**

We Do Windows fully accepts the requirements placed upon them by these regulations. To enable We do Windows to fulfil the obligations placed upon them they will:

- Assess the risks to our employees from noise at work
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if noise exposure cannot be reduced enough by other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction, and training.
- Carry out health surveillance where there is a risk to health.

It is We Do Windows policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

## **The Control of Vibration at Work Regulations 2005**

We Do Windows will ensure a suitable risk assessment is carried out by the Health & Safety Advisor to assess the risk of both hand arm and whole body vibration to its employees.

The risk assessment will identify the control measures that We Do Windows need to implement to ensure that exposure levels are reduced to an acceptable level to both Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration Syndrome (WBVS).

As a minimum We Do Windows will ensure that;

- Suitable tools with vibration reduction features are used.
- Ensure working patterns are established to rotate and limit the time spent using vibratory tools.
- Supply and train employees in the correct use and storage of personal protective equipment
- Check for and encourage employees to report any signs or symptoms of HAVS/WBVS.
- Provide information and training to avoid unnecessary exposure to vibrations.

## **Work at Height Regulations 2005**

We Do Windows will avoid working at heights wherever possible. However if working at height is unavoidable We do Windows will conduct a specific risk assessment for working at height to identify specific hazards and the degree of risk present. They will ensure that:

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed
- Appropriate work equipment is identified, selected, and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained by a competent person(s).
- Personnel that work at height will be trained in working at height and in the use of equipment.

### **Ladder Access**

Ladders should only be used if it is not reasonably practicable to use a safer method of access. I.e. a tower scaffold or MEWP.

When using a ladder you must:

- Be competent to use it
- Inspect it before each use
- Place it on firm level ground
- Keep it at 75° or a 1 in 4 gradient
- Tie it to the structure
- Maintain three-point contact

You must only use industrial class ladders. You must not use wooden or painted ladders. If any ladders are damaged or defective, they must be taken out of use immediately and labelled as defective.

### **Use of Mobile Elevated Work Platforms (MEWPS)**

The term MEWP applies to scissor lifts and cherry pickers (Boom lifts). This equipment must only be used by operatives with an IPAF qualification or similar. There are different categories for the different types of MEWP and operatives must only operate the type they are qualified to use. MEWPS must only be hired from reputable companies and operatives must receive familiarisation training for each MEWP they use. MEWPS must be inspected each day or before each use.

Harnesses and lanyards must be used in the baskets of cherry pickers (boom lifts) due to the risk of being thrown out of the basket when it is moving

### **Use of Tower Scaffolds**

Tower scaffolds must only be assembled by operatives with PASMA or similar qualifications. Whenever possible tower scaffolds with an Advanced Guard Rail (AGR) system should be used.

## **Use of Fall Arrest Equipment**

All equipment should comply with all the requirements under any statutory provisions such as the Personal Protective Equipment Regulations 1992 (PPE). The legislation for ensuring the health and safety of the workers must be met, therefore the following PPE MUST be provided as a minimum, and appropriate measures taken to ensure that it is worn.

1. Safety helmet and Safety footwear.
2. fully body harness complete with rear dorsal ring designed to offer maximum protection to the user whilst minimising the risk of injury;
3. A fixed length lanyard

## **Knowledge of Equipment**

Under the legislation of PPE, product information must be supplied by the manufacturer. This information should be read and understood by the user before using the equipment.

## **Thorough Examination & Daily Inspection of Equipment**

Fall arrest equipment should be thoroughly examined by a competent person at intervals determined by the manufacturers recommendations, but at least every six months. Also all fall arrest equipment MUST be given a visually and physical inspection before each use to ensure that it is in a safe condition and operates correctly.. Any item that is damaged or defective must be withdrawn from service immediately. Employers should record details of thorough examinations and any maintenance, carried out.

## **Care and Maintenance**

Information on use, care and maintenance should be provided by the manufacturer and this should be strictly complied with. What follows is additional general advice.

Textile equipment (harnesses, lanyards etc)

1. Ensure that the webbing is carefully checked both before being stored and before being used, by  
  
being run through the hands to combine a visual and physical examination. All harnesses and webbing should be checked for cuts, abrasions, broken stitches and undue stretching. Any item showing any defect should be taken out of service.
2. The most common cause of strength loss is through abrasion (either by grit working into the strands or by chafing against sharp or rough edges). To minimise grit content, or to keep the product clean, textile items may be washed in clean water (maximum temperature 40°C) with pure soap or a mild detergent (within a pH range of 5.5 to 8.5) after which they should be thoroughly rinsed in cold, clean water. Wet equipment should always be allowed to dry naturally in a warm room away from direct heat.
3. Most man-made textiles are affected by high temperatures (exceeding 50°C) and UV degradation which may change their character, and thus their performance. Therefore care should be taken to protect against this. (The rear parcel shelf of a car in hot weather, for example, can exceed this temperature).

## Metal Equipment

1. Metal items such as rings, buckles on harnesses, karabiners and connectors etc, require checking to ensure that they work smoothly, bolts and rivets are tight and look for signs of wear, cracks, deformation or other damage. Any item showing any defect should be taken out of service.

### **Storage**

Equipment should be stored unpacked in a cool, dry, dark place in a chemically neutral environment away from excessive heat or heat sources, high humidity, sharp edges, corrosives or other possible causes of damage.

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### **Equipment withdrawn from service**

It is important to have a quarantine procedure for ensure that defective or suspect equipment, which has been withdrawn from service, does not get back into service without the inspection and approval of a competent person. After arresting a fall, the fall arrest equipment must be immediately withdrawn from use and replaced as necessary.

### **Modifying Equipment**

On no account should harnesses or lanyards be altered or adapted in any way as this may adversely affect their operation and render them unsafe. Any repair to a harness or a lanyard should be carried out by the manufacturer or an approved service agent.

## **The Regulatory Reform (Fire Safety) Order 2005**

We Do Windows at their own premises will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order.

The Health and Safety Advisor will conduct fire assessments and through the Managing Director implement control measures to reduce the risk. The Fire Action Notice will be published on the office and buildings notice board.

The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. A risk assessment will be reviewed regularly by the Health and Safety Advisor to keep it up to date, valid and to reflect any significant changes that may have taken place.

Following the risk assessment We Do Windows will make and implement all required arrangements for the planning, organising, controlling, monitoring and review of the preventative and protective measures required by the Order. Initially We Do Windows will create an emergency plan including the measures for ensuring the effective operation of the plan and for ongoing checks of the appropriateness of the plan and other measures.

The Managing Director will ensure fire procedures and provisions will be under the control of the office administration, assisted by the Health and Safety Advisor. The company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of fire provisions within the premises and yard area. These will include the emergency alarm, escape lighting, escape routes, signage and extinguishers. All checks, inspections and test will be recorded by the office administrator within the fire log book held in the reception.

Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures. All company vehicles will contain either a powder or Co2 extinguisher.

## **Control of Asbestos Regulations 2012**

We Do Windows do not undertake any form of work associated with asbestos, if during the course of our work activities we discover the presence of “ACM’s” Asbestos Containing Materials that will have an impact on our work, we will make the work place safe and cease work immediately.

The Managing Director or the office will be informed so that suitable arrangements will be introduced, if required a third party licensed contractor will be contacted to conducted assessments, sample testing and removal of any suspect materials in accordance with the HSE licensing procedure.

If working on a site under the control of a Principal Contractor we will ensure that a member of the project team is notified immediately and a record is made of the incident.

We Do Windows will not proceed with their work activity until confirmation can be given in writing that it is safe to carry on working.

All We Do Windows site workers will be trained in asbestos awareness in accordance with the Control of Asbestos Regulations 2012



## **The Health & Safety (Safety Signs & Signals) Regulations 1996**

We Do Windows will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work.

We Do Windows will ensure:

- Where required or necessary, the use of road traffic signs within workplaces to regulate road traffic.
- Maintenance of any safety signs which have been provided by them,
- Unfamiliar signs are explained to their employees and tell them what they need to do when they see a safety sign.

### **Sub-Contractors**

Sub-contractors will comply with We Do Windows approval system and sign a declaration that they understand the Companies Safety Policy, Site Emergency Procedure, and Clients Safety Rules and are conversant with the Health and Safety at Work Act 1974 and the appropriate statutory regulations governing their regulations.

The Managing Director assisted by the Health and Safety Advisor will review the contractors competence by the use of a contractor questionnaire with supporting documentation. A further audit/inspection of their activities will be carried out by the Managing Director and or the Health and Safety Advisor to ensure site work is in line with supplied information.

If activities are not in compliance further corrective actions will be required and if there is no improvement the Contractor will be removed from the approved list.

## **The Environmental Policy**

We Do Windows is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of We Do Windows is to minimise any impact on the environment by:

- Preventing pollution, reducing waste and ensuring wherever practical measures are implemented to protect and preserve natural habitats, flora and fauna;
- Considering the effects that our operations may have on the local community;
- Taking action to eliminate or reduce as far as practicable, any potentially adverse environmental impacts;
- Promote environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures;
- Seek to work in partnership with the community by behaving in a considerate and socially responsible manner;
- Ensure effective and expedient incident control, investigation and reporting


Managing Director and supervisory staff have responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

We Do Windows will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Guidance as issued by the Environmental Agency and other organisations.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others, or the environment. This includes co-operating with Managing Director on any environmental related matter.

We Do Windows will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventative and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy.

The Directors have overall responsibility for all Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities. This policy has been endorsed by the Board of Directors who gives their full support to the implementation of the policy.


Directors Signature:  Date: 1st November 2024

**Signed Copy Held at Head Office**

## OBJECTIVES

In accordance with its stated Policy, We Do Windows has produced the following guide-lines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:-

1. Compliance with Government Legislation and Local Government Regulations
2. Swift response to accidents or incidents that have a potential to threaten the environment
3. The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
4. Disposal of any waste products in ways that show concern for the environment
5. To encourage the developments of products, processes and equipment with concern for the future of the environment
6. To communicate freely on environmental matters with government officials, employees, customers and members of the public
7. The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment
8. To carry out environmental audits when required
9. To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public
10. In implementing this formal Environmental Policy, We Do Windows will focus on action to conserve resources and energy, to minimise emission to air, water and land and increase recycling rates
11. We Do Windows will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business

Directors Signature:  ..... Date: 1st November 2024

**Signed Copy kept at Head Office**

Review date: 31/12/2024