

HEALTH & SAFETY POLICY

Ash Roofing (NW) Ltd

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1. GENERAL STATEMENT OF INTENT

Ash Roofing (NW) Ltd is committed to protecting the health and safety of its employees and all those affected by its business activities and attending its premises. In managing health and safety, we will create a culture that ensures sound health and safety management is afforded the same priority as other business objectives and becomes an integral part of everything we do.

This policy is intended to help the business achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.

It is Ash Roofing (NW) Ltd intention to:

- Comply with the requirements of The Health and Safety at Work Act 1974 and all relevant Regulations, Approved Codes of Practice, and Guidance notes
- Provide a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
- Make sure information on Health and Safety issues is disseminated and shared across the business.
- Assess risks promptly and effectively; and apply measures to control them.
- Promote effective communication and consultation between the Employer and staff concerning health and safety matters.
- Provide adequate information, instruction, training, and supervision to enable all staff to do their work safely, avoid hazards, and contribute positively to their health and safety at work.
- Provide and maintain safe working areas, equipment, and systems and, where necessary, appropriate protective clothing.
- Identify substances and materials that are potentially hazardous to health and the overall health and safety of employees, and make sure arrangements are put in place to monitor and control the risks they pose.
- Comprehensively investigate accidents, incidents, and cases of work-related illness, so it can identify and correct any shortcomings in its Health and Safety management arrangements and processes.
- Work with the support of external agencies and within our industry, to ensure our continued adoption of best-practice solutions in health and safety management is appropriate.
- Make sure it continuously improves its Health and Safety performance and ensure that the necessary resources are available to help the business deliver those improvements.
- Review and revise this policy at regular intervals as required, making any necessary changes, and bringing those to the attention of all staff.

SIGNED:.....(Director)

Kieran Ashe

DATE:.....

28/11/25

2. ENVIRONMENTAL POLICY STATEMENT

At Ash Roofing (NW) Ltd, we recognise the responsibility to reduce our environmental impact.

- We are continually adapting how we work with sustainability at the forefront of our decisions.
- We have outlined below, the steps we are taking to minimise our businesses impact
- All our waste is separated and recycled as appropriate.
- We source materials responsibly and intend to salvage and re-use where possible. We often use reclaimed products such as slate. Lead is the most recycled and reused material within the construction industry, and we use it regularly throughout our work.
- We avoid making unnecessary journeys and promote alternative solutions such as teams' meetings.
- We arrange our survey appointments by postcode areas to prevent unnecessary travel. We plan and order materials required in bulk where possible.
- We have made improvements to minimise the use of paper within our office and have updated most of our working processes to electronic systems.
- We aim to reduce the amount of energy used in our office, for instance electrical equipment and lighting are switched off when not in use.
- We want to give back to our customers and our environment.
- We have taken steps to become more climate positive recycling all
- We also offset the carbon emissions of our team's personal and professional lives.
- We communicate the policy to our staff to increase awareness and encourage them to participate with our company goals.
- We review and update our policy where required.
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SIGNED:.....

Kieran Ashe

DATE:.....

28/11/2025

3. RESPONSIBILITIES WITHIN ASH ROOFING (NW) Ltd

Achieving a healthy and safe workplace is a collective task shared between Ash Roofing (NW) Ltd and staff. The success of this policy is dependent on the cooperation of all staff irrespective of seniority, tenure, and working hours, including all employees, directors, consultants, contractors, casual or agency staff, trainees, homeworkers, fixed-term staff, and any volunteers.

4. DIRECTOR

The overall responsibility for health and safety lies with Kieran Ashe including the day-to-day responsibility for health and safety matters. Any concerns about health and safety matters should be communicated to them.

They have the following responsibilities:

- Ensure that there are effective policies, codes of practice, and instructions to staff for health, safety, and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed, or contractors working on site.
- Ensure that the business is given current information regarding Health and Safety legislation and is to identify the business's responsibilities, and also to initiate and advise on amendments to the Health and Safety policy, Codes of Practice, and any safety instructions.
- Circulate information on health, safety, and welfare within the organisation as appropriate.
- Establish health and safety roles and responsibilities, performance measures, and allocate competent resources.
- Monitor the safety performance of the business by monitoring the accident books, use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, reports from enforcement authorities, reports from safety representatives, and Health and Safety advisors.
- Monitor the appointment of contractors to perform work for the business and will ensure by reference to materials supplied by the contractors in respect of Health and Safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, they will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.
- Arrange Health and Safety training courses for all workers (where appropriate) including induction training.
- Arrange for occupational health medical examinations to be undertaken where necessary.
- Ensure that all accidents, near misses, and other such incidents are reported and investigated regardless of the severity and implement suitable control actions to prevent or minimise the likelihood of a reoccurrence.
- Ensure that records are kept of the business's activities in respect of:
 - Training that is given to all workers (including safety representatives).
 - Copies of all inspection/audit and risk assessment reports; and accident/incident reports and statistics.
 - Ensure that risk assessments are performed, reviewed, and recorded as required by legislation.
 - Ensure that all equipment, machinery, and tools are in safe working order, presents no risk to users or other persons, and remove any unsafe from service.
 - Ensure that the plant and equipment on-site have the necessary certificates of a test, inspection, and examination and are safe to use.
 - Ensure plant and equipment are only operated by trained, competent personnel.
 - Ensure all substances used by employees are used following the manufacturer's recommendations and are assessed and compliant with the UK's Control of Substances Hazardous to Health Regulations (COSHH).

- Review contractors' safe work systems and ensure that the contractor submits the appropriate risk assessment/method statements for any potentially hazardous work.
- Set a personal example, being prepared to reprimand any staff that fails to discharge their responsibility.
- Undertake regular health and safety inspections of all sites and workplaces, facilities, and equipment to identify potential hazards, record findings, and take appropriate action to resolve them.

5. EMPLOYEE'S

Ash Roofing (NW) Ltd employees have the following responsibilities:

- Read and understand this Health and Safety policy and to perform their work per the requirements of this document.
- Read and understand any Codes of Practice and any safety instructions that are issued from time to time, and to perform their work per the requirements of those documents;.
- Comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in respect of their work and, to take care of their own Health and Safety and that of others who may be affected by their acts or omissions.
- Cooperate with the business to enable the business to comply with any legal duty or requirement placed upon it or its workers.
- Not to recklessly or intentionally interfere with anything provided in the interests of Health and Safety.
- Work safely and not take unnecessary risks that could endanger themselves or others.
- Remove hazards or protect persons, where possible, as far as is reasonably practicable.
- Follow laid down procedures and report to their line manager:
 - Any injury to themselves or others caused by work activities.
 - Any hazards that they find.
 - Any damage or defect to equipment, machinery, etc.
 - Ensure that equipment is kept in good condition and use the correct equipment for the task to be undertaken, following any given instructions for use, and adhering to any relevant training.
 - Not to use equipment etc. for which it was not intended, or for which they have not been trained.
 - Suggest ways of improving the Health and Safety policy and working methods, to their immediate line manager.
 - Where using, visiting, or working on premises other than those under the control of the business, to ensure that they are aware of any Health and Safety policies and procedures that may apply and are in force.
 - Not to take risks while working or indulge in 'horseplay', practical jokes, etc.
 - Ensure that any young or inexperienced person working on the premises is not put at risk
 - Know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and firefighting equipment.
 - Know the locations of the first aid facilities and familiarise themselves with the details of the trained first aiders.
 - Take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises, and follow the emergency procedures if necessary. If the visitor refuses to comply with the health and safety arrangements, the visit should be cancelled.

6. INSURANCE AND REGISTRATION

The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at its place of business and staff access is also available.

The details are as follows:

Covea Insurance PLC / B1707847015626

Date of commencement of policy: 16/04/2025

Date of expiry of policy: 16/04/2026

7. TRAINING AND COMPETENCY

The business recognises that competent employees are invaluable in preventing accidents and ill health. Ensuring Health and safety information and training are provided to our employees will help to develop a positive health and safety culture. The business will consider the capabilities, training, knowledge, and experience of each employee and ensure that they can carry out their work without risk to themselves and others. All employees will undertake mandatory health and safety training including Working at Height, Manual Handling, Asbestos Awareness, Abrasive Wheels, Fire Safety, First Aid, and COSHH.

The business will undertake risk assessments that will identify any further specific training needs that may occur from time to time. The business recognises that some employees will have specific training needs, for example:

- **New starters** - basic induction training into how to work safely, including arrangements for first aid, fire, and evacuation.
- **Young workers** - will be provided with training as a priority and will always be adequately supervised.

Where the business is unable to provide in-house training, it will seek competent external help from a person or organisation who has the knowledge, experience, and skills to provide health and safety training. Formal training will be to a verifiable standard and records will be maintained.

Employees will participate in regular toolbox talks.

8. CONSULTATIONS WITH EMPLOYEES

The business recognises that consulting with its employees about health and safety can result in a healthier and safer workplace. The business will consult with its employees on the following issues:

- The introduction of any measure which may affect their health and safety at work, for example, the introduction of new equipment or new systems of work.
- Arrangements for employing competent people to assist them to comply with health and safety laws.
- Information on the risks and dangers arising from their work and measures to reduce or remove these risks, and what employees should do if exposed to these risks.
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology.

The business will provide employees with the necessary information to participate in the consultation fully and effectively. The information will be supplied in meetings, training sessions, risk assessments/method statements, and toolbox talks. The business will ensure that any written information will be understandable to all employees.

9. YOUNG WORKERS

The business has the same responsibilities for younger workers health and safety as it does for all workers.

The business recognises that many younger workers will be unfamiliar with workplace risks and with the behaviours expected of them.

The business will arrange, as appropriate, for additional support and training to allow younger workers to carry out their work without putting themselves and others at risk.

The business will ensure young workers are appropriately supervised at all times and may place age limits and usage restrictions on some equipment and machinery.

The business will carry out a young worker's risk assessment for the job role before a child begins employment.

10. DISABLED EMPLOYEES

Where a worker discloses a disability, the business will review the existing risk assessments and consider whether any additional control measures are required.

The business will consult with the worker to see if any reasonable adjustments may be required.

11. NEW AND EXPECTANT MOTHERS

Where a worker discloses that they are a new or expectant mother, the business will complete risk assessments and consider whether any additional control measures are required.

The business will consult with the worker to see if any reasonable adjustments may be required.

12. NOTICES, FIRST AID, AND THE ACCIDENT BOOK

The business correctly displays the Health and Safety Law poster on its premises.

The business has a correctly stocked first aid box in all company vehicles, in the office, and the workshop.

Kieran Ashe/Nick Ashe is the appointed person to take charge in an emergency and administer first aid.

The business has an up-to-date Accident Book for recording accidents at work in accordance with the legislation.

The business has 2 workers holding current and valid first-aider certificates.

13. FIRE SAFETY

A fire risk assessment of the business premises was completed on 28/11/25 by Kieran Ashe.

There were no specific issues arising from the fire risk assessment requiring action or review.

The premises used by the business do not have gas appliances.

The business ensures that gas appliances, pipes, and valves are maintained according to the manufacturer's instructions and regularly serviced by a Gas Safe registered engineer.

The workers know what to do in case of fire.

The workers are trained in how to raise a fire alarm and which extinguishers to use for different types of fires.

14. SMOKING

Smoking is prohibited throughout the entire workplace with no exceptions. The business has a smoking policy. Overall responsibility for the smoking policy implementation and review rests with the Director.

All workers are obliged to adhere to and facilitate the implementation of the policy.

The Director shall inform all existing workers, consultants, and contractors of the policy and their role in the implementation and monitoring of the policy.

The Director will give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'No Smoking' signs will be displayed at the entrances to, and within the premises.

Disciplinary procedures will be followed if a worker does not comply with this policy.

Those who do not comply with the smoking law are also liable to a fixed penalty fine, and possible criminal prosecution.

The business will provide support for smokers who want to stop.

15. RISK ASSESSMENTS

The business has prepared or is preparing various risk assessments of specific risks arising within its business. Workers should contact the Director for information on specific risks.

The business shall review these risk assessments at least as often as may be required per applicable regulations.

The Director is responsible for workplace risk assessments and any measures to control risks.

Where subcontractors are engaged, they will be required to submit risk assessments for their activities. The Director is responsible for checking and accepting risk assessments before the commencement of work.

16. WORKING AT HEIGHT

The business conducts risk assessments in accordance with The Work at Height Regulations 2005.

The business has begun and continues to consult its workers on the topic of working at heights.

The business ensures that workers only work at heights where there is adequate permanent fixed-edge protection or on platforms with temporary edge protection such as tower scaffolds, MEWPs, or scaffolding.

The business ensures that workers do not lean out over the edge.

The business makes sure all workers who work at height have been formally assessed as competent or are closely supervised by someone competent.

The business ensures that its workers only use personal protective equipment, such as harnesses, when a risk assessment concludes this is the only option.

The business makes sure its workers do not work on, from, or over fragile surfaces without platforms, coverings, or similar means to support them.

The business makes sure its workers only use ladders to climb to workplaces, rather than regularly working from them.

The business makes sure its workers always take measures to prevent falling objects from injuring other people, as a result of working at height.

The Director is the appointed person to check compliance with safety rules for working at heights.

17. MANUAL HANDLING

The business involves manual handling. Workers in the business rarely manually handle loads where there is a significant risk of injury.

The business has begun and continues to consult its workers on the topic of manual handling.

The business has made arrangements to reduce the risk of injury to the lowest level reasonably possible.

The business has established procedures with its workers to ensure that the manual handling of loads of more than 25kg (for men) or 16kg (for women) does not involve twisting or stretching away from the body.

The business has established procedures with its workers to ensure that loads of more than 25kg (for men) or 16kg (for women) are not handled below knee height or above shoulder height.

The business has established procedures with its workers to ensure that all excessive weights are handled by physically appropriate workers working in teams.

The business has reviewed the health and condition of all of its workers who may be engaged in manual handling at work and has concluded that there is little or no risk to their health arising from manual lifting.

The business has ensured that all workers who may be engaged in manual handling at work have been trained to do so safely.

The business has ensured that all workers have been told to report injuries that may have been caused by manual handling.

The Director is the appointed person who will check compliance with manual handling methods by making spot checks and ensuring that all workers who may be engaged in manual handling at work are properly trained.

18. REPETITIVE TASKS

The business involves repetitive tasks. Workers in the business will rarely perform tasks requiring repetitive movements of the upper limbs for two hours or more per shift.

The business has begun and continues to consult its workers on the topic of repetitive tasks.

Most of the equipment used in the business that could give rise to a repetitive injury conforms to a recognised ergonomic standard.

The business has ensured that no twisting or stretching is involved in the undertaking of repetitive tasks.

The business has made sure that workers carrying out repetitive tasks that involve the application of force are not doing the same task for more than 30 minutes each hour.

The business has trained its workers who do repetitive tasks so that they understand the need to adopt the correct posture, take regular breaks, or switch tasks. It has also provided them with written information about the health risks of repetitive tasks.

The business has instructed and reminded workers to take breaks from any repetitive tasks, such as typing, for ten minutes every hour.

The business has checked to determine whether workers have any health problems and has made sure the repetitive tasks will not make them worse.

The business has checked with its workers to see if they are aware of any ill-health symptoms such as aches and pains from repetitive tasks.

The business has ensured that all workers have been told to report injuries that may have been caused by repetitive tasks.

The Director is the appointed person to check compliance with safety rules for repetitive tasks.

19. HAZARDOUS MATERIALS

The business has conducted and concluded consultations with its workers on the topic of hazardous materials.

The business regularly checks the performance of safety equipment for hazardous substances.

The business has assessed and can ensure that for all hazardous materials used, there are no less harmful substances available.

The business has made a record of all hazardous materials provided and everyone who might be exposed to them.

The business has trained its workers in the safe use of hazardous materials, including the use of safety equipment.

The business has protective equipment available at all times for hazardous materials.

The business has checked its workers for health problems or symptoms that can be made worse by hazardous materials.

The business has nearby facilities for washing of hazardous materials from the skin or eyes.

The business has ensured that all workers have been told to report injuries that may have been caused by hazardous materials.

The Director is the appointed person to check compliance with safety rules for use of hazardous materials.

20. STRESS AT WORK

The business has begun and continues to consult its workers on the topic of stress at work.

The business has ensured that all managers have received information and advice on how to help prevent stress among workers.

The business communicates to its workers that acts of bullying and harassment are not acceptable and that all complaints of bullying are formally investigated.

The business has made sure its workers always know what they are expected to do, and management regularly talks to them about it.

The business has ensured that workers are encouraged to talk to their manager or employee representative if they are finding their job stressful.

The business has ensured that all managers know how to provide help, support, and training to workers.

The business has ensured (and will continue to ensure) that workers' views are sought if there is an anticipated change in their work.

The business has ensured that its workers have enough time to do their work tasks.

The business has ensured that, as far as reasonable, it lets its workers choose how they do their work.

21. NOISE IN THE WORKPLACE

The business has provided the required Personal Protective Equipment.

Wherever practical, all activities are undertaken within the ambient noise level

The business endeavours to purchase machinery and equipment which emits low levels of noise.

The business has ensured that equipment and machinery is properly maintained to further mitigate the transfer of noise.

22. SLIPS, TRIPS, AND FALLS

The business has made sure that there are storage areas for keeping objects out of the way and to keep passageways free from obstacles.

The business provides safety footwear where required, free of charge, and in consultation with its workforce.

The business has informed all workers of basic housekeeping methods for different jobs in various locations.

The business has organised work so that workers do not need to carry awkward or heavy loads across obstacles or slippery surfaces.

The Director is the competent person identified to check regularly for compliance with safety rules about slipping and tripping hazards.

23. USE OF DISPLAY SCREEN EQUIPMENT (DSES)

The business does make use of DSEs and as such requires employees to undertake a DSE risk assessment.

The business has completed checklists in respect of its workstations.

The business has concluded that none of its workers require enhanced accessibility features on their workstations.

The business has notified all employees who habitually use display screens of their right to free eye tests.

24. DRIVING AT WORK

The business involves some workers doing work-related driving.

Workers in the business drive for work-related activities occasionally.

The business has begun and continues to consult its workers on the topic of driving on work-related matters.

The Director is the appointed person to check compliance with Health and Safety regulations for driving on work-related matters.

The business keeps a record of its workers who drive on work-related matters which is reviewed to determine whether any workers require additional training to carry out their duties safely.

The business has provided training for its workers who drive on work-related matters.

The business has supplied information to its workers who drive on work-related matters on what they should do when they feel sleepy and the general dangers of fatigue.

The business has checked that its workers who drive on work-related matters know how to use the safety equipment associated with their vehicles, and how to cope with hazards arising from their vehicles.

The business has explained to its workforce the Health and Safety requirements in respect of driving and mobile phones.

25. WORKPLACE TRANSPORT

Workers in the business rarely operate or work close to motor vehicles or other powered mobile equipment on sites that are controlled by the business.

The business ensures that all workers who operate vehicles or powered mobile equipment have an appropriate licence/certificate or have been formally assessed as competent to operate them safely.

The business ensures that it assesses the ability of all temporary or contract workers to operate vehicles or powered mobile equipment safely before they are allowed to operate them.

The business has marked out all areas where vehicles or powered mobile equipment operate and/or closely supervises these areas to ensure pedestrian safety.

The business has prescribed a site speed limit and regularly reminds all operators of vehicles or powered mobile equipment to stay within this limit, when on site.

The business has made sure that vehicles or powered mobile equipment do not reverse on its site, other than in a car park.

The business has made sure that there are physical barriers separating vehicles or powered mobile equipment from people on foot, other than drivers entering and leaving parked vehicles.

The business has begun and continues to consult its workers on the topic of workplace transport.

The business makes sure that workers who operate vehicles or powered mobile equipment carry out basic safety checks on each shift before use.

The Director is responsible for checking regularly for compliance with transport safety rules.

26. WORKING FROM HOME

You must take reasonable care of your health and safety and that of anyone else in the home who is affected by your work while working from home.

You should comply with our Health and Safety Policy and follow all health and safety instructions issued by the business from time to time, including attending any health and safety training.

Liaise with the Director to make sure that your workstation is appropriate and that you are working safely.

There are steps you can take to make sure you achieve a comfortable posture while working from home on display screen equipment (DSE).

Please watch the video from the Health and Safety Executive (HSE) on workstation set-up at www.hse.gov.uk/toolbox/workers/home.htm

While working with DSE, please also observe these guidelines:

- Break up long spells of DSE work with rest breaks (at least five minutes every hour) or changes in activity.
- Avoid awkward, static postures by regularly changing your position.
- Get up and move around or do stretching exercises.
- Avoid eye fatigue by changing focus or blinking from time to time.
- Notify the Director if you identify any work-related health and safety concerns or hazards while working from home.

You should follow the usual reporting procedures for any work-related accidents that occur in your home.

For health and safety purposes, the business retains the right to inspect and check your home office. The need for such inspections will depend on your specific circumstances, including the nature of your work