

Rolaar limited Health and Safety Management system

It is Rolaar limited's policy to provide and maintain a safe working environment for all staff, customers, contractors and visitors. It is our aim to prevent accidents and cases of work-related ill health, as well as to provide adequate control of health and safety risks arising from work activities. We will achieve this by undertaking relevant risk assessments and ensuring action required to remove/control risks will be carried out. We will check that the implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees. We will review assessments annually or when the work activity changes, whichever is soonest. The individuals identified in this policy have been allocated specific responsibilities.

To provide such an environment Rolaar will adhere to the standards prescribed by the Health and Safety at Work Act 1974, its subsequent amendments and the relevant UK and EU directives. The organisation has established, implemented and maintained documented procedures to identify hazards/impacts and assess risks associated with the following key legislations:

- Risk assessment – Identification of hazards and their impact, Forms of Risk Assessment including; Generic, Dynamic, site specific
- The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996
- Personal Protective Equipment
- COSHH assessments including Control of Asbestos regulations
- First aid
- Riddor- investigating and reporting of Accidents and Incidents and Near Misses
- Occupational health lone worker
- Fire safety
- Gas & electricity safety
- Workplace equipment and machinery- Pressure equipment regulations 1999
- ATEX Derivatives dangerous substances and explosive atmospheres 2002
- Waste Electrical & Electronic Equipment recycling

Rolaar expects its Management Team to comply with the relevant legal requirements, to observe all Company rules, policies and procedures which are intended to provide a safe and healthy working environment. It is also the responsibility of the Management Team to make suggestions or proposals for maintaining and improving the standards of health and safety within the Company.

All employees and Contractors have a duty under the Health and Safety at Work Act 1974 to take care of themselves and of others who may have been affected by their acts and omissions. All employees and contractors must at all times, co-operate with the management Team and adhere to the legal requirements and to the Company rules, policies and procedures.

The responsibilities of the key employees are:

Grant Young Managing Director – Risk assessment, HSCER, PPE, Fire safety, RIDDOR, Gas & Electric safety PAT test, Machinery safety and Pressure equipment, ATEX

Gina Young Quality Executive – permit to work system, HSCER, COSHH, First aid, Occupational health, Waste.

The company has controlled measures in place to reduce identified Health and Safety Risks, these consist of a comprehensive risk assessment, a health and safety inspection process which is audited during the year. The methodology for hazard identification, risk assessment and risk control is based on operational experience.

At present the company does not have a process to manage works completed under a “permit to work system” issued by the company or by a principle contractor

The company follows the HSCER communication process to provide guidance to the workforce on workplace safety issues. Rolaar utilise the following methods of communication: Employee induction, written policy and annual review meetings. The company keep a formal record of all communication/briefings issued with employee training plans. At present Rolaar does not employ personnel with poor or non-local language skills that would require the company to implement mechanisms for communication so that hazards are understood. The company ensures that subcontractors are included within briefing and communication programmes on site. Rolaar also make their Health and Safety policy available to download from the website and will forward to it via email prior to a visit. The company is run by top management with one more employee and does not need forums, committees, groups or other mechanisms to enable the communication and discussion of safety issues, these are communicated at the AGM. A law poster is on display.

The company demonstrate that they issue appropriate Personal Protective Equipment to all workers that might be exposed to hazards and keep an issue list. The guidance on the proper handling, storage and use of PPE is given to all workers when PPE is issued and the retention of PPE records is 10 years. The methodology used to identify the type of equipment that needs to be used is based on the requirements of the risk assessment. There is not a disciplinary procedure linked to failure to wear required PPE. When self-employed workers/ sub-contractors attend site with their own equipment the company check its suitability. The company demonstrate that all PPE is issued free of charge to all workers.

The company process incorporating up to date material safety data sheets is out lined in the health and safety process. The company have implemented controls to prevent workers being exposed to harmful chemical, biological and physical agents/substances/materials that exceed the minimum legal exposure limits as there are very few substances hazardous to health on site. A register is not kept but supporting data sheets are available to the emergency services and first aid trained personnel where necessary. COSHH assessments are carried out during the health and safety inspection.

In the event of an injury in the workplace there is an adequate emergency first aid facility onsite. There is one medical point within the workplace which is located in the warehouse and subcontractors/temporary/agency workers are allowed to use these facilities. These are the facilities when working away from the main office. There are no qualified emergency first aid personnel as yet. The company's minimum resource levels are the first aid kit, there is no minimum competency level.

The company has a controlled process for the identification and implementation of fire and medical emergency arrangements for the identification and implementation of work site specific emergency arrangements. The fire evacuation procedure is displayed on all fire exits and the medical point is clearly marked. A fire drill is carried out at random times. All emergency (fire and evacuation) equipment is checked regularly by a competent person. New fire extinguishers were procured new 24/03/2016.

The company has an injury report book to maintain records of accidents and incidents (This includes safety & environmental incidents) and arrangements in place for investigating and reporting of Accidents and Incidents and Near Misses in the worksite. The nominated person who reports all accidents and incidents to government agencies and where applicable a corporate Head Office is the Quality Executive. We do not have documented procedures for undertaking investigations into accidents/incidents and near miss occurrence. We record that lessons have been learned and applied from incidents in our report book.

The nominated person who has responsibility for occupational health and hygiene is the quality executive who also has defined responsibilities as part of the management system. The company does not use the services of a third party for the delivery of occupational/worker health services or undertake any Health (medical) Surveillance screening/monitoring/testing of the workforce.

The company has documented processes for ensuring employee fitness for work but there is no requirement for Drug and Alcohol testing. This policy and the associated documented Health and Safety Management systems are subject to an ongoing review process in order to comply with legislation and changing work conditions. All employees will be advised of any amendments.

The review is undertaken as a result of regular analysis from reported accidents, internal audits and feedback from employees.

ROLAAR Environmental Policy environmental management systems and responsibilities

We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees, sub-contractors and third parties. Rolaar commit the company to a continuous improvement programme and ensures compliance with all relevant environmental legislation or industry guidance. Rolaar does not need to use a waste-disposal contractor and does not produce special kinds of waste, nor does it store potentially harmful substances such as chemicals. Rolaar does not produce significant air pollution or burn waste but will strive to use pollution prevention and environmental best practices to minimise our potential impact on the environment.

We will:

- Integrate the consideration of environmental concerns and impacts into all of our decision making and activities and inform our employees about environmental issues.
- Communicate our environmental commitment to clients, customers and the public and encourage them to support it.
- Communicate environmental issues that may affect their work to our employees and sub-contractors so that they may work in an environmentally responsible manner.
- Store and dispose of waste properly, reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furbished products and materials where these alternatives are available, economical and suitable
- Promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable.
- Minimize our packaging and only use packaging that meets environmental standards that can be recovered or reused and purchase environmentally responsible products accordingly.
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.
- Strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.