



## **Health & Safety Policy**

### **Prepared by**

Florin Stoica  
Director

### **Reviewed by**

Paul Stanford

**May 2024**



Pinnacle Carpentry and Roofing Ltd  
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## Control Document Schedule

Version	Comment	Date	Revised By
Revised 01		01/04/2009	Florin Stoica
Revised 02		01/04/2010	Florin Stoica
Revised 03		01/04/2011	Florin Stoica
Revised 04		01/04/2014	Florin Stoica
Revised 05		01/04/2015	Florin Stoica
Revised 06		01/04/2016	Florin Stoica
Revised 07		01/04/2017	Florin Stoica
Revised 08		09/01/2018	Florin Stoica
Revised 09		18/08/2019	Chas Bray (COVAL)
Revision 10		24/08/2020	Chas Bray (COVAL)
Revision 11		11/05/2021	Chas Bray (COVAL)
Revision 12		22/05/2022	Chas Bray (COVAL)
Revision 13		17/01/2023	Chas Bray (COVAL)
Revision 14		14/06/2023	Chas Bray (COVAL)
Revision 15		09/05/2024	Paul Stanford

**Florin Stoica**  
**Managing Director**

**09/05/24**





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## General Statement

Pinnacle Carpentry and Roofing Ltd is committed to ensuring the health, safety and welfare of its operatives as far as reasonably practicable. In doing so we understand our role and responsibility that we must continue to propagate when operatives under our contract are affected by our activities. In order for us to maintain this state of affairs we will take the necessary measures to facilitate compliance with any current and relevant statutory provisions as so set out in the Health and Safety etc Act 1974.

Pinnacle Carpentry and Roofing Ltd and Roofing Ltd are duty bound to provide the information that is contained in this document to ensure that they are able to carry out the work that is required of them. In doing so, it will be necessary to provide all employees with information on health, safety and welfare laws, training and instruction for them to carry out their work in a safe and productive manner. As a consequence every operative will receive a copy of this document and sign to provide a record that they have received it and understood its contents and what is required of them.

It is the duty of Pinnacle Carpentry and Roofing Ltd's management to ensure that all the systems and procedures of any work process are arranged to take into account the health, safety and welfare of its employees. So that this process is maintained adequate facilities and measures will be maintained throughout the life span of Pinnacle Carpentry and Roofing Ltd and Roofing Ltd's existence. Employees will use these arrangements to raise any issues on health, safety and welfare at any working environment that Pinnacle Carpentry and Roofing Ltd and Roofing Ltd operating in.

For the above to be of benefit to employees, the services of competent people will be retained to assist Pinnacle Carpentry and Roofing Ltd in meeting its statutory and moral duties. Where necessary external sources to the company will be introduced to assist with the duties.

Every employee of Pinnacle Carpentry and Roofing Ltd must recognise that they have a legal responsibility to take care of his or hers own health, safety and welfare; as well as that of any persons that may be affected by his or hers acts or omissions through there working activity. Every employee will give their full cooperation to enable Pinnacle Carpentry and Roofing Ltd and all such employees to comply with all statutory duties where necessary. The successful implementation of this document requires implicit commitment and continual improvement where possible from all levels of the company as we aim to reduce the risk of accidents and near misses to our employees and those that may be affected by our acts or omissions.

Pinnacle Carpentry and Roofing Ltd will provide, or arrange to provide the necessary training, information, instruction any necessary resources and equipment so that the statements in this policy can be adhered to.

This policy will be reviewed on a yearly basis and updated when there is a change within the organisation, or as statutory legislation requires it so that it can meet its

objective of providing information for employees thus, showing Pinnacle Carpentry and Roofing Ltd commitment to health, safety and welfare.

## Policy and Procedures

This policy sets out the way that Pinnacle Carpentry and Roofing Ltd will comply with the requirements of the Health and Safety at Work etc Act 1974 and the relevant statutory provisions

### Roles and Responsibilities

Florin Stoica is the director of Pinnacle Carpentry and Roofing Ltd. Florin Stoica is responsible for Health and Safety and therefore shall monitor the implementation and effectiveness of this policy through regular audits. All nominated site supervisors will pass any relevant health and safety information as set out in the arrangements below to Florin Stoica who will complete the procedure. Further documentation of this can be found in the organisation section of this policy.

### Review and Revision

This policy will be reviewed by Florin Stoica on the following occasions.

- Annually
- Following organisational changes
- Any failure in the systems set out in this policy
- Changes to relevant legislation

All the revisions made will be documented in the controlled document section of this policy and signed off by Florin Stoica.

### Compliance

Any employee that fails to comply with the requirements of the Pinnacle Carpentry and Roofing Ltd's health and safety policy and procedures will be disciplined as appropriate. Pinnacle Carpentry and Roofing Ltd will comply with all relevant health and safety legislation as far as reasonably practicable.

The remaining section of this document sets out the procedures to be followed.

## Accident Recording Procedures

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall:

- Record all accidents that affect its employees on an accident reporting form. (See addendum) One copy must be distributed to the Florin Stoica, one in the employee's record file and one to the injured party.



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- Report all prescribed injuries, diseases, dangerous occurrences as set out in current statutory legislation to the HSE.
- The employee responsible for overseeing and administering health and safety at any location of work should carry out an accident investigation to ascertain the fact leading up to and including the accident in order to put in measure to prevent an incident of the same or similar nature reoccurring. The accident investigation must be recorded and kept stored with the accident reporting form at Pinnacle Carpentry and Roofing Ltd's office.
- Ensure that the relevant employees have the information, instruction and means of reporting and recording accidents and injuries including the investigation.
- Due to the nature of the information recorded by the accident investigation and the accident reporting form, the documents must be stored in a secure location so that the details of any employee are not made known to any unauthorised person(s). All such information must be kept indefinitely.
- Florin Stoica must ensure that all accidents and incidents that are reportable under current legislation are reported in the prescribed manner and time to the appropriate authority.
- All employees must report accidents, incidents, near misses that occur to them or to a site supervisor as soon as it is safe and practicable under the following circumstances.
  1. At Pinnacle Carpentry and Roofing Ltd's offices.
  2. At a location that an employee is contracted to carry out work for and on behalf of Pinnacle Carpentry and Roofing Ltd.
- All employees must report accidents, incidents and near misses that involve visitors on Pinnacle Carpentry and Roofing Ltd's office.
- Disclose any information that is relevant to ill health that will adversely affect any first aid treatment.

The emergency contact details for the HSE and the EA are as follows:

Health and Safety Executive	Phone 0845 300 99 23 <a href="http://www.Riddor.gov.uk">www. Riddor.gov.uk</a>
Environmental Agency	Phone 0800 80 70 60

## Consultation with Employees

Pinnacle Carpentry and Roofing Ltd so far as reasonably practicable shall:

- Communicate with its employees in good time any changes in statutory legislation or any other matters that may affect the health, safety and welfare of it's employees.
- Communicate these policies and procedures, when an employee commences employment with Pinnacle Carpentry and Roofing Ltd, or a new revision of this document is issued, they are required to read this policy on induction and sign stating that they understand all the policy and procedures.
- Reminded at least on a monthly basis employees will be of their health, safety and welfare responsibilities and best practice working procedures through workshops, toolbox talks, safety audits and newsletters. These instances of communicating information on how to work safely must be recorded on tool box talk forms.

Employees shall:

- Report to their supervisor within the statutory time frames and when it is safe to do so all accidents and near miss; making certain that it is recorded and issued to the appropriate bodies as necessary.

Pinnacle Carpentry and Roofing Ltd will provide any health, safety and welfare information to all employees that is required by them through virtue of statutory provisions.

Pinnacle Carpentry and Roofing Ltd will provide any health, safety and welfare training to all employees by virtue of statutory provisions.

Florin Stoica will consult with any office based staff as and when required and site nominated supervisors will do the same.

## Control Of Substances Hazardous to Health

Pinnacle Carpentry and Roofing Ltd will as so far as reasonable practicable remove the need to use substances that is harmful to the health, safety and welfare to that of its employees and the environment where possible by finding alternative methods. Should it be necessary to use such as substance Pinnacle Carpentry and Roofing Ltd shall:

- Not carry out any work that is liable to come in contact with anybody until an assessment has been made of the risks and the measures used to reduce the affects. The assessment should cover all the legal and manufacturers instructions on how to store, handle (inc use of PPE), dispose and treat exposure to the material. The assessment will be updated and reviewed as necessary
- Ensure that the all employees have the relevant training, information and instruction on how to use, handle, store, ill health symptoms and treatment of any hazardous substance.
- All employees must inform their supervisor immediately if they come into contact as listed down in the COSHH assessment and seek medical assistance.
- COSHH Assessments will be compiled for handling hazardous items.
- Dust masks will be face fitted.

## Electricity at Work

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall:

- Have all electrical equipment PAT tested.
- Ensure that the electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers Wiring Regulations (eighteenth edition).
- Maintain any such installation and equipment as mentioned above, in a safe condition by ensuring that regular maintenance checks are carried out by a qualified and competent person from the National Inspection Council for Electrical Installation Contractors.
- Ensure that all portable electrical equipment is inspected as necessary and recorded thus on a weekly basis.



- Communicate with their employees the necessity of working with work equipment and electrical installation that is safe.
- Ensure that only competent employees use portable electrical equipment.

All Pinnacle Carpentry and Roofing Ltd employees shall:

- Report all electrical faults, or faulty equipment to their supervisor at any given place of work.
- Cease to use any such equipment as listed above immediately.
- Not carry out any repairs on said equipment, unless qualified and competent to do so.
- Bring equipment to be used on either Pinnacle Carpentry and Roofing Ltd's office or any other place of work that Pinnacle Carpentry and Roofing Ltd is employed, unless it has been PAT tested and within date.
- Be responsible to carry out a visual inspection of their own work equipment or, equipment lent to them before using it to ascertain if there are any faults with it.

Florin Stoica will be responsible for ensuring all site based electrical installations and equipment complies with any statutory legislation or provision. All nominated site supervisors will ensure that any site welfare is compliant and inform the principle contractor if it is not the same. Additionally, the site supervisor will ensure that all procedures above are followed.

## **Fire and Emergency Procedures**

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall:

- Carry out a fire risk assessment of any work place that they are contracted to work at and at Pinnacle Carpentry and Roofing Ltd's office.
- Formulate a procedure that is documented and displayed within Pinnacle Carpentry and Roofing Ltd's office in a prominent location. All employees and visitors to office must be made aware of its contents.
- Provide sufficient training, instruction, equipment and information for a nominated person(s) to be responsible for coordinating and executing the procedures of evacuation for whatever reason. Also to provide office based staff with the appropriate training to be able to use fire fighting equipment.
- Operate a no smoking policy within its offices and will follow what procedures are put into place by a principle contractor whilst working on a location for which Pinnacle Carpentry and Roofing Ltd's services are retained.

- Ensure that fire fighting equipment and the fire assembly point should be clearly identified and all routes and areas around the fore mentioned should be free of obstruction.
- Review materials that are hazardous to health and the environment will be assessed so as to reduce the risk off causing the risk of incident and the instructions followed on how to handle, store and use such material.
- Appoint a person will be responsible for recording that the fire fighting equipment, escape routes and emergency assembly points are fit for purpose.

All employees of Pinnacle Carpentry and Roofing Ltd shall

- Get information on the local fire and emergency procedure and amenities of the local area in which they are working.
- Take the appropriate steps as far a reasonably practicable to ensure that the procedures are complied and that of visitors to Pinnacle Carpentry and Roofing Ltd's office or location of work in which Pinnacle Carpentry and Roofing Ltd are employed.

Florin Stoica is responsible for the office fire and emergency procedures and maintaining the fire fighting equipment.

## First Aid

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall:

- Provide equipment and the adequate facilities as recommended to be able to administer the appropriate first aid to any employee in the event that he or she becomes ill or injured at work.
- Ensure that all employees are aware of the location of first aid equipment, facilities, person(s) responsible for rendering first aid and the procedures for reporting and recording injuries.
- Have more than one employee at each location of work, or ensure that the principle contractor has someone that is trained and competent in providing first aid in the event of an employee of Pinnacle Carpentry and Roofing Ltd becomes ill or injured at work. All personal conditions that relate to the health of disposition of an employee must be made know to the appropriate levels of management, so that adequate first aid can be administered.
- Ensure that all employees are provided with the appropriate levels of training, information and instruction to comply with this first aid procedure. Pinnacle Carpentry and Roofing Ltd will arrange for the appropriate levels of employees to be trained by an approved first aid establishment.

- A record of first aid equipment must be logged and fortnightly checks should be recorded to ensure the adequate supplies are at the disposal of the first aider.

Florin Stoica will be responsible for administering first aid in the office and checking that the supplies are adequate. All nominated site supervisors will carry out the same on site.

## Health and Safety Surveillance

Pinnacle Carpentry and Roofing Ltd will monitor their health and safety performance by carrying out regular audits at places of work. The audits will be carried out by a nominated competent person at least once a month to establish the both the positive and negative elements of health, safety and welfare at a work place. Florin Stoica is responsible for carrying out safety audits in the office. All nominated supervisors will carry out audits at other places of work.

The audit will be recorded and stored for five years. The intention is that the audit will highlight any bad practice or working condition so that it can be improved. If it is found that there is a negative element of health, safety and welfare that is reoccurring constantly, then it may be that there is a system failure and a revision of the health and safety policy needs to take place.

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall:

- Ensure that sufficient people are trained, given sufficient information and instruction to be able to carry out a safety audit.
- Nominate a competent person to be responsible for safety audits at each place of work to ensure that monitoring of health, safety and welfare is tracked that it can be maintained at the best possible standard.

Pinnacle Carpentry and Roofing Ltd will carry out a report on all employees' medical health, history and any medication that they are currently on and keep this information in personnel files in the office to ascertain any future occupational ill health.

## House Keeping

The workplace should be maintained to reduce the risk of ill health, accidents or damage to the environment. Pinnacle Carpentry and Roofing Ltd shall communicate with their employees the necessity and importance of working within an environment that is free from hazards that could contribute to slips, trips, falls and damage to the environment. All work material will be stored in a safe, logical manner and in accordance with manufacturers' instructions.

No files, books or other objects should be left on the floor or in any other location that may compromise the safety of either employee of Pinnacle Carpentry and Roofing Ltd or, their visitors.

All work equipment and material including waste material shall be cleared at the end of each working day and where possible in during the course of the day placed in a way that reduces the risk of compromising the health and safety of the entire workforce.

All cables shall be kept in a neat and tidy manner and not trail across corridors, the office or paths unless a suitable means of protection is implemented.

## Lone Working

All lone working should be undertaken after a risk assessment has been done and should be avoided where possible.

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall:

- Ensure that all employees who are required to work alone are protected from any great risk to the employee's health, safety and welfare.
- Endeavour to remove as many risks from the work place that would affect a lone worker to an acceptable level.
- Ensure that any employee that is required to work alone has sufficient instruction, information and training to enable to work alone.
- Provide a system of communication and monitoring before work commences and establish suitable time intervals to check in with a work supervisor to communicate the employee's safety.

## Manual Handling

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall:

- Ensure that a risk assessment of all manual handling operations is carried by a competent person out so that they are identified to all employees. The risk of injury will then be avoided by either removing the need to carry out the operation, seeking alternative strategies or, using an automotive or manual mechanism of undertaking the operation.
- Ensure that the employees are given the appropriate training; information and equipment on how to handle awkward, and or heavy objects are to be moved.

- Ensure that any employee does not carry out any manual handling operations that involve a risk of injury that has not been trained to do so, is not competent and have received information on the load which is to be transported
- Ensure that sufficient people are trained in to carry out manual handling assessment of operations that carry the risk to injury employees or those people affected by their acts or omissions, including damage to property.
- Where a problems is incurred when manual handling a load the employee will carry out the following:
  1. Stop transporting the load immediately and inform their supervisor, so that alternative means can be sort.
  2. In the event of an injury the reporting of accident procedures should be followed and medical advice should be sort.

Florin Stoica will be responsible for ensuring that all employees are trained in the correct manual handling techniques.

## Noise

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall:

- Carry out an assessment in the work place to identify any hazard associated with noise.
- Ensure that employees are given sufficient training, information, equipment and instruction where their work activity presents a risk so they can carry out their work.

Employees shall:

- Use all equipment according to their training provided.
- Stop work as necessary and inform their supervisor of any condition that prevents them from carrying out their work safely, or any other person that is affected by their work.

## Personal Protection Equipment

Pinnacle Carpentry and Roofing Ltd shall provide as a minimum the following Personal Protective Equipment free of charge and employees will where them at all

times on a construction site. It will be the responsibility of site supervisors to issue the following:

1. High visibility vests.
2. Hard hat.
3. Steel toe capped boots.

Pinnacle Carpentry and Roofing Ltd will identify what PPE is required when they undertake a risk assessment for a particular job. All employees will be made aware of the following:

- That the PPE issued is suitable for the user and the task.
- Be compatible for use with other items of PPE.
- That it is to be used and worn correctly at all times, clean and stored appropriately when not in use.

Pinnacle Carpentry and Roofing Ltd will ensure that any employees to given sufficient training, information and instruction in the risk identified in the risk assessment that has given rise to a particular item of PPE being used.

All employees will stop the task that they are doing and inform their supervisor immediately if any defect occurs in the PPE issued.

## **Risk Assessments**

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall ensure:

- That a suitable and sufficient assessment is made of the risk to health, safety and welfare of employees and those that are affected by the acts or omissions of any Pinnacle Carpentry and Roofing Ltd employee.
- That all risk assessment are reviewed periodically to ensure that the document reflects any changes that will adversely affect the health, safety and welfare of employees and those that are affected by the acts or omissions of any Pinnacle Carpentry and Roofing Ltd employee.
- That sufficient training, instruction and information is provided to an ample amount of employees so that they are competent to carry out assessments.

## **Substance Abuse**

The consumption of alcohol and the use of illegal drugs is prohibited in during work hours. Any employee found to be abusing drugs or suspected to be under the influence will be subject to an internal investigation or disciplinary measures.

## Stress

The company accepts that all employees will encounter stressful situations in their working life or, in the personal life. Consequently Pinnacle Carpentry and Roofing Ltd are committed to managing work related stresses. Pinnacle Carpentry and Roofing Ltd will try and reduce these situations as far as reasonable practicable.

Any employee who considers that they are under stress for whatever reason should inform the nominated supervisor at their work place, or manager at Pinnacle Carpentry and Roofing Ltd's office. This will be treated with confidentiality and if the situation can not be resolved by removing the employee from the environment that contributes to stress, then it will be appropriate to refer the employee to their GP.

## Training

So that the ethos of this health, safety and welfare policy is maintained and that of Pinnacle Carpentry and Roofing Ltd employees, in so far as reasonably practicable; Pinnacle Carpentry and Roofing Ltd shall provide health and safety training for all of its new employees as part of their induction. As a minimum standard all employees will have to be CSCS qualified. All employees shall hold the relevant level of qualification, experience and competence to undertake the job that they are employed to carry out.

The induction will be will cover the following topics as a minimum where:

- The company health and safety policy.
- Fire and emergency procedure.
- The company's health and safety rules.
- CITB construction skills manual induction.
- The following legislation:
  - Health & Safety at Work etc Act 1974
  - The Management of Health & Safety at Work Regulations 1999
  - The Work at Height Regulations 2005
  - The Provision of Use of Work Equipment Regulations 1998
  - The Personal Protective Equipment Regulations 1992 (As amended)

For nominated people with managerial responsibilities the following training:

- First aid training
- Fire Marshall training



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- Risk assessment training

Following any incident or near miss, all employees will be reminded of their health and safety duties through formal methods of communication to promote improvement. Office based inductions will be carried out by Florin Stoica. The principle contractor will carry out any site based inductions. Any training needs and arrangements will be carried out by Florin Stoica. All records of training will be kept at Pinnacle Carpentry and Roofing Ltd's office.

## Welfare

Pinnacle Carpentry and Roofing Ltd will provide adequate facilities both at its offices and ensure that any other place of work. The principle contractor provides such facilities are clean, free of slips, trips and falls, well ventilated and suitable in capacity.

Pinnacle Carpentry and Roofing Ltd shall provide as a minimum or arrange to share facilities:

- Washing facilities should be provided near every sanitary convenience and changing room. Hot and cold water should be supplied with a separate clean drinking water that is clearly marked.
- To store clothes, change and dry them, eat and drink.
- Means of heating food.
- Separate facilities should be arranged for female employees.

Employees will be given the sufficient information about the problems of not being personally hygienic and that any contact with any biological or chemical hazards will adversely affect their welfare. As a result employees will be encouraged to eat, drink or smoke after washing their hands and do so in separate facilities from their actual location of work.



## COVID Secure Measures

We will manage the risk of COVID-19 through ongoing compliance with the government's "FIVE STEPS TO SAFER WORKING TOGETHER" guidance that we have put in place as follows:

- ✓ We have carried out a COVID-19 risk assessment and shared the results with our staff.
- ✓ We have cleaning, handwashing (including sanitiser), and hygiene procedures in line with the current guidance.
- ✓ We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or if possible, work from home.
- ✓ We have taken all reasonable steps to maintain a 2m social distance in the workplace.
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

All employees must follow these rules diligently, to sustain a healthy and safe workplace in this unique environment and it is important that we all respond responsibly and transparently to these health precautions.

As an employer, we will ensure safe people, workplaces, systems, and equipment and by doing so we commit to the following;

- We will assess and manage our COVID-19 risks and ensure safe work-resumption using a systematic approach, the hierarchy of controls and excellent communications.
- We will show strong leadership, staff engagement, and use of good health and safety advice; provide appropriate training, physical distancing, hygiene, ventilation and PPE in line with our risk assessment.
- We will protect vulnerable groups and those at higher risk of serious illness, such as staff with underlying health problems.
- We will provide ongoing physical and mental health support, recognising that some effects may be long-lasting and consider the needs of all staff, including those with health conditions, those working from home and those furloughed.
- We will extend our risk management into our supply chains, ensuring those who work for us or those who share our buildings are also supported to stay safe and healthy.

## Work at Height

Pinnacle Carpentry and Roofing Ltd in so far as reasonably practicable shall establish the risk of working at height before any authorisation is given. They shall:

- In the first instance the hierarchy for safe work at height should be applied.
  1. Avoid work at height
  2. Use suitable equipment to Prevent falls from height
  3. Mitigate the affects of any fall that can not be prevented.
- Plan and organise the work and provide the correct facilities to carry out the work safely. Managing the risk of the equipment to be used and inspect the work place.
- Ensure that any employee has the correct and sufficient training, information and instruction to carry out the work required. Therefore Pinnacle Carpentry And Roofing Ltd should ensure that the employee is competent.

All employees shall:

- Stop all work immediately and inform their supervisor when any ill health occurs due to the need to work at height.
- Inform their supervisor of any ill health that may affect their ability to work at height.

## Young Persons

Pinnacle Carpentry and Roofing Ltd, in so far as reasonable practicable shall ensure that young persons employed by the company, shall be protected at work from any risk to their health, safety and welfare which is a consequence of their limited experience, lack of maturity and awareness of their environment. Even when the below has been carried out the young person will be accompanied at all times. Pinnacle Carpentry and Roofing Ltd shall:

- No person shall not be employed under the age of seventeen.
- No young person should be employed until a specific risk assessment has been documented and an induction taken place, which will take into account the following.
  1. The fit out and layout of the workplace.
  2. The nature, degree and duration of exposure to manual handling, biological and chemical agents.
  3. The type and range of work equipment to be used and the way that it will be handled.
  4. The extent of health and safety training to be provided to the young person.
  5. How the work is to be organised.

A copy of the risk assessment should be signed by the young person parent, or legal guardian. A copy of the assessment should then be kept at the offices of Pinnacle Carpentry and Roofing Ltd.

## Responsibilities

### Director

Florin Stoica is the nominated Director responsible for health, safety and welfare and is to ensure that Pinnacle Carpentry and Roofing Ltd comply with the requirements of:

- The Health Safety at Work Etc Act 1974 and the relevant statutory provisions.
- All relevant fire safety legislation.
- This policy.

Florin Stoica Shall:

- Ensure that adequate resources are made available to comply with the above requirements, implement the procedures and take any necessary action to amend the procedures.
- Ensure that all employees are provided with such information, instruction, training as necessary to allow them to comply with the above statements.
- Ensure that all procedures are implemented.
- Review this policy annually, in the light of organisation changes or, changes in legislation.

### The Health and Safety Consultant

**Coval Health and Safety Ltd** has been nominated by Florin Stoica as Pinnacle Carpentry and Roofing Ltd safety advisor through virtue of the Management of Health and Safety at Work regulations 1999.

Coval Health and Safety Ltd will:

- Advise and monitor Pinnacle Carpentry and Roofing Ltd's compliance with the above.
- Ensure that Directors are provided with the necessary information to allow them to comply with the Health and Safety at Work etc Act 1974 and the relevant statutory provisions and this policy.
- Ensure that the policy get reviewed annually and in the light of any statutory changes. Recommend any necessary actions to Florin Stoica.

### **Directors and Supervisors**

Any other nominated supervisors shall:

- Ensure their employees understand the requirements of this policy and the relevant health and safety legislation.
- Ensure that the work that employees undertake on behalf of Pinnacle Carpentry and Roofing Ltd is adequately supervised and work is conducted safely in light of the procedures in this policy and any relevant health and safety legislation.
- Ensure that employees are aware of their duties relating to the Health Safety at Work etc Act 1974 by virtue of receiving adequate information, instruction and training to carry out their work.
- Ensure that a safe place of work is maintained.
- Shall inform as soon as reasonably practicable and safe to do so of any health and safety issue that requires attention.

Employees shall:

- Reasonable care of their own health, safety and welfare and those whose health, safety and welfare are affected by Pinnacle Carpentry and Roofing Ltd's employees acts or omissions (through what they do or not do).
- Work in accordance with information and training provided.
- Use, maintain and store all equipment supplied for health, safety and welfare correctly.
- Refrain from tampering and misusing with all equipment that has been provided for health, safety and welfare.
- Shall report any hazard to a supervisor as soon as reasonably practicable and safe to do so.
- Not carry out any task that they are not authorised and trained to do,

### **SAMPLE DOCUMENTS**

Following are documents that are referenced to in the health and safety policy.



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## Manual Handling Risk Assessment

**Work Process:** Loading up timber joists, hips and ply

<b>Assessor(s)</b> F Stoica	
<b>Contractor:</b> PINNACLE CARPENTRY AND ROOFING LTD Carpentry	<b>Name of handler(s)</b> TBA

<b>Description of load</b> Less than 25kg Joists, hips, valleys, tower members More than 25kg Ply
<b>Description of operation</b>  Joists to be placed on to a saw horse and cut to size. Moving joists and ply from outside areas up through the building to be used in various locations via the use of stairs and corridors. This to be manhandled by two operatives. Once distributed to location, operatives will need to place material and goods into position for fixing as described in to the SEQUENCE OF WORK .

	Yes	No	
1. Significant risk of injury	X		If No, assessment is complete
2. Can the risk be avoided	X		If Yes, document further action below
3. Can the risk be reduced	X		If Yes document further action below
4. Do staff require training	X		Staff to be trained as often as necessary, minimum yearly

Things to consider i.e. is the answer to the following yes or no. This will help complete the above.

- Load:** Heavy, Bulky, Unstable, Difficult to hold, Harmful (sharp, hot etc)
- Tasks:** Strenuous, load high/low, stooping reach, Unstable, Difficult to hold
- Environment:** Poor floors, Various levels, hot/cold/humid, poor lighting, clear route
- Individuals:** Requires special training, task requires special capabilities
- Mechanical Aids** Lifts & hoists, access equipment, Other

### Further Action

Materials over 25kg must be carried by more than one operative. If an operative finds it difficult to carry a load of less than 25kg, assistance should be sort.  
 Plan the task, find safe route clear of obstructions, check if it's safe for one person to lift alone, use your body wisely, bend your knees, get a good grip, lift with your legs, avoid twisting the back or leaning sideways



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## Noise and Hand Arm Vibration Assessment

**Tool** Circular Saw

**Vibration Assessment**

**Vibration m/s** 2.5 x 20points /hour approximate

**Time to exposure action value:** 8hrs or 160 points per day which is above the EAV of 100 points but below the exposure limit value of 400 points

**Time to exposure limit value:** Over 8hrs

### Pre Site

Is there an alternative method of carrying out the operation Yes(hand saw)  
 Is there any vibration absorbing feature to the tool No  
 Is the tool powerful enough to do the task Yes

### Further Action

Goggles, gloves, ear defenders, FFP3S respirator

**Noise Assessment**

**Decibel level:** 106

Where is the tool more likely to be used:

	No Action	Have PPE Available	Ensure use
Out door	y	y	y
Indoors	y	y	y
Confined space	x	x	x

Operati

ves have been made aware of any additional PPE, the risks involved and the above action



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## Noise and Hand Arm Vibration Assessment

**Tool** Nail Gun

**Vibration Assessment**

**Vibration m/s** 2.6 x 20points /hour approximate

**Time to exposure action value:** 8 hrs  
**Time to exposure limit value:** Over 8 hrs

### Pre Site

Is there an alternative method of carrying out the operation Yes/No  
 Is there any vibration absorbing feature to the tool Yes/No  
 Is the tool powerful enough to do the task Yes/No

### Further Action

Goggles, gloves, ear defenders

**Noise Assessment**

**Decibel level:** 97

Where is the tool more likely to be used:

	No Action	Have PPE Available	Ensure use
Out door	y	y	y
Indoors	y	y	y
Confined space	x	x	X

Operatives have been made aware of any additional PPE, the risks involved and the above action



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## Noise and Hand Arm Vibration Assessment

**Tool Hammer Drill**

**Vibration Assessment**

**Vibration m/s 9.26 x 200 points /hour approximate**

**Time to exposure action value:** 37 mins

**Time to exposure limit value:** 2 hrs 28mins

### Pre Site

Is there an alternative method of carrying out the operation No  
 Is there any vibration absorbing feature to the tool No  
 Is the tool powerful enough to do the task Yes

### Further Action

Goggles, gloves, ear defenders, FFP3S respirator

**Noise Assessment**

**Decibel level:** 104

Where is the tool more likely to be used:

	No Action	Have PPE Available	Ensure use
Out door	y	y	y
Indoors	y	y	y
Confined space	x	x	x

Operatives have been made aware of any additional PPE, the risks involved and the above action





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## Noise and Hand Arm Vibration Assessment

**Tool** Battery Impact Drill Driver

**Vibration Assessment**

**Vibration** m/s 11 x 300 points /hour approximate

**Time to exposure action value:** 25 mins

**Time to exposure limit value:** 1hrs 39mins

### Pre Site

Is there an alternative method of carrying out the operation Yes  
 Is there any vibration absorbing feature to the tool No  
 Is the tool powerful enough to do the task Yes

### Further Action

Goggles, gloves, ear defenders

**Noise Assessment**

**Decibel level:** 100

Where is the tool more likely to be used:

	No Action	Have PPE Available	Ensure use
Out door	y	y	y
Indoors	y	y	y
Confined space	x	x	x

Operatives have been made aware of any additional PPE, the risks involved and the above action

## Noise and Hand Arm Vibration Assessment

**Tool** Jigsaw

**Vibration Assessment**

**Vibration** m/s 6 x 70 points / hour

**Time to exposure action value:** 1.23 hrs

**Time to exposure limit value:** Over 5.33hrs

### Pre Site

Is there an alternative method of carrying out the operation No  
 Is there any vibration absorbing feature to the tool No  
 Is the tool powerful enough to do the task Yes

### Further Action

Goggles, gloves, ear defenders, FFP3S respirator

**Noise Assessment**

**Decibel level** 85

Where is the tool more likely to be used:

No Action      Have PPE Available      Ensure use

Out door	y	y	y
Indoors	y	y	y
Confined space	x	x	x

Operatives have been made aware of any additional PPE, the risks involved and the above action

