



Russell Building Products Ltd t/a Russell Roof Tiles

Health and Safety Policy

Everyone within Russell Roof Tiles must comply with this policy and help achieve its aims.

Together, we must ensure zero tolerance of any practice that could result in injuries and ill health.

The requirement to work safely is a condition of employment at Russell Roof Tiles

There is no acceptable reason for working unsafely and we must remember our moral obligation to our families and each other.

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Russell Roof Tiles is a Trading name of Russell Building Products Ltd, Nicolson Way,
Wellington Road, Burton on Trent, Staffs. DE14 2AW - Company No: 7685988

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Health and Safety Policy Statement

This policy is mandatory for all locations and activities within Russell Roof Tiles

It is Russell Roof Tiles Policy that we give the highest priority to preventing incidents and safeguarding the health and safety of our workforce, being fully committed to carrying out our business activities in a safe and efficient manner, caring for the well-being of all those on our sites and who may be impacted by our activities and operating in compliance with current legislation and the requirements of ISO 45001. It is intended to ensure appropriate and effective health and safety arrangements are in place to safeguard our employees and anyone else affected by our operations and to continually improve our management system and our health and safety performance.

Russell Roof Tiles will provide sufficient time and financial resources to fulfil its health and safety policy and is committed to preventing injury and ill-health by providing and maintaining safe and healthy working conditions, installing and maintaining appropriate equipment and systems of work, and delivering effective information, instruction, training and supervision. In return it is expected that everyone will work together to eliminate injuries and ill health. It is essential that each of us takes personal responsibility for health and safety, ensuring we don't accept unsafe acts or conditions and take immediate action where we see unsafe practices.

The purpose of this policy is to set out our arrangements in relation to:

- (a) assessment and control of health and safety risks arising from work activities;
- (b) preventing accidents and work-related ill health;
- (c) consultation with employees on matters affecting their health and safety;
- (d) provision and maintenance of a safe workplace and equipment;
- (e) information, instruction, training and supervision in safe working methods and procedures;
- (f) emergency procedures in cases of fire or other major incident.

We believe that a sound health and safety culture is founded upon two principles: visible leadership and worker engagement.

Managers at all levels must demonstrate visible health and safety leadership, ensuring that health and safety arrangements are clear, implemented and constantly reviewed. They will be held accountable for accomplishing health and safety goals, by clearly defining health and safety roles and responsibilities, by providing the appropriate resources and by measuring, reviewing and continuously improving Russell Roof Tiles health and safety performance. There must be documented plans in place throughout the various levels of the business detailing health and safety targets, which are formally monitored, to ensure they deliver continuous improvement.

The engagement of workers in our health and safety effort is fundamental and we will implement effective means of consultation and communication across the business. Through comprehensive training and development programmes we will ensure that all workers have the necessary health and safety competency for the role they undertake within the business.

In addition, senior management are committed to complying with current legislation and best practice and we will maintain close relationships with relevant statutory bodies and trade organisations to keep us at the forefront of industry practice.

To help structure our health and safety efforts we will ensure that the Russell Roof Tiles Integrated Management System (IMS) is implemented within the business and that effective health and safety controls are in place for all operations, including any new ventures.

Together, we must ensure zero tolerance of unsafe work practices. Our aim is to eliminate workplace risks, injuries and ill health and thereby fulfil our moral obligation to all workers (both internal & external), their families and anyone else affected by our operations.

Senior management will review this policy annually to ensure adequacy, accuracy and appropriateness. This policy does not form part of any contract of employment or other contract to provide services and we may amend it at any time.

Name: Andrew Hayward

Title: Managing Director

Signed:



Date: 1st February 2024

Responsibilities for Health and Safety

All Employees

Russell Roof Tiles values the involvement of employees and will encourage participation through consultation. Everyone is expected to take an active role in improving standards by, for example, attendance at health and safety meetings, carrying out risk assessments or undertaking inspections. It is the responsibility of everyone at Russell Roof Tiles to comply with and enforce the specific safety procedures applicable to their role.

The most significant effect each of us can have on eliminating workplace injuries is by adopting a positive health and safety attitude at all times. It is estimated that up to 90% of accidents arise from unsafe behaviour. To help combat this Russell Roof Tiles has implemented the "Safety Essentials". The "Safety Essentials" are 12 safe behaviours focused on avoiding the main causes of accidents. They are explained during the company induction and every employee is required to abide by them.

Everyone who works for the Company is responsible for demonstrating correct health and safety behaviours and reporting potential risks to themselves and others; they should demonstrate personal leadership in respect of health and safety by ensuring that they don't walk past unsafe work practices and by advising their line manager of any unsafe acts or conditions. We should be aware that our acts and omissions can put others at risk and should never take short cuts that compromise safety.

Managing Director

The Managing Director is responsible for health and safety within the operations and activities. They ensure that all staff are aware of the health and safety requirements relevant to their role. The Managing Director has, as required, appointed competent people, including those required by relevant legislation, so that there is effective supervision of all workplaces within their control. They ensure sufficient resources are available to enable compliance with Russell Roof Tiles health and safety policies/manuals and make certain that plant and machinery are safe and suitably maintained. They implement monitoring systems to formally verify health and safety compliance and they manage performance against health and safety improvement plans.

Operations Director

The Operations Director is the appointed competent person to assist the Managing Director in undertaking the measures needed to take to comply with the requirements and prohibitions imposed upon the business by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

The Operations Director, along with the Managing Director and Business Support Manager shall meet on a quarterly basis to review health & safety performance, ensuring adequate co-operation between them.

Business Support Manager

Reporting specifically to the Managing Director, has the responsibility for implementing and communicating all health and safety policies, initiatives and plans, as designated by the managing director. They will ensure consistency and compliance with respect to all health and safety matters within Russell Roof Tiles.

Directors / Managers

Director / Managers are responsible for providing a safe and healthy working environment for everyone working within their team and ensuring compliance with Russell Roof Tiles policies. They will ensure competence through structured training programmes and monitor the condition of plant and equipment through comprehensive inspection and defect reporting systems. They will continually promote employee involvement in the health and safety effort and ensure there is good communication regarding health and safety within their areas of responsibility and with other interrelated areas / functions within the

organisation. They ensure that all business units develop and implement safety management programmes, which include local improvement plans. Additionally, they will ensure that all decisions relating to health and safety matters are communicated to the Business Support Manager. For all general matters relating to health and safety, communication of a verbal or electronic format will suffice between the said manager and the Business Support Manager.

Supervisory Staff

Supervisors, such as line managers and team leaders, are accountable to their appointed Manager and have day-to-day, first-line responsibility for the health and safety of the people under their control. They are required to ensure compliance with Russell Roof Tiles policies/manuals in so far as they apply to the locations and activities in their charge. Through risk assessments they must take an active part in the identification of hazards, development of control measures and the communication of remaining significant risks to all relevant personnel. They will promote involvement through employee consultation and ensure continual improvement in standards by operating maintenance and inspection schemes with effective close out systems. They must ensure that necessary local procedures are implemented to guarantee the safe operation of plant and equipment and that the "ALERT CARD" accident/near miss reporting systems are fully utilized.

Arrangements for Health and Safety

Statutory Duties and Inspections

We will comply with all relevant statutory duties and inspections. This will be achieved through a clear management structure, where responsibilities are understood, and through the implementation of any necessary additional local arrangements.

Planning and Review

Health and safety planning is vital in promoting continuous improvement and achieving our target of zero workplace injuries. A health and safety action plan for Russell Roof Tiles will be published annually. Each sector of the business will combine all relevant items from the plan with their own initiatives in preparation for the beginning of each year. The Senior Management Team will be responsible for ensuring that the items on their plan are adequately resourced and will formally monitor progress against the plan on a quarterly basis.

Local plans for health and safety improvements will also be developed as appropriate for particular business functions and individual sites/areas. Items included in these plans may arise from risk assessments, audits, inspections, behaviour safety systems, near miss reporting, etc. Progress against these local plans should also be formally monitored by regular review meetings.

New legislative requirements and policies must be considered during the planning process.

Risk Assessments

Risk assessments are fundamental for planning health and safety improvements. They will be carried out for all relevant activities at Russell Roof Tiles locations, using the standard documentation in the Integrated Management System (IMS). Suitable and sufficient assessments must also be completed for work activities undertaken by employees away from Russell Roof Tiles premises, for example on customer premises and involving logistics operations.

Risk assessments should be carried out on a team and, where applicable, cross functional approach. Both management and workforce shall be involved to ensure that all hazards and associated risks are identified, with commitment to the control measures that are required. At least one member of each risk assessment team will be formally trained in hazard identification and risk assessment.

Risk assessments should identify not only physical hardware improvements to the workplace and processes, but also where documented safe systems of work are required.

The significant findings of risk assessments must be brought to the attention of all relevant people, including contractors and visitors where appropriate. The method for this will vary, and may include reviews at health and safety meetings, face-to-face briefings, and training and by posting them on site notice boards.

Progress against action items identified by the risk assessments will be formally monitored to ensure that they are completed. Risk assessments must be reviewed if there is any reason to suspect that they are no longer valid, such as a change in process, staff, working conditions, legislation or if an accident or reported near miss / hazard brings their integrity into question. In addition they will be formally reviewed at least once every 12 months.

Safe Working Procedures

A structured framework of Russell Roof Tiles health and safety policies, operational control procedures, standards and guidance are communicated via the company computer network and apply to all operations.

Whilst the primary aim is to eliminate risk through physical controls, where necessary, site-specific safe systems of work will be developed. These safe systems may include method statements, which could be required for activities undertaken in-house as well as for contracted work. All personnel must be made aware of the safe systems that are relevant to the work they are required to do, with their understanding being verified.

Risk assessments and safe systems should highlight the in-house and contract activities where a Permit to Work is required before commencing a specific activity. General Permit to Work and Hot Work permit systems should be operated at all sites and, where necessary, they will be supplemented by specific permits for higher risk work.

Permits must only be issued by competent, nominated people who have been formally trained in the relevant permit system. Permits should be completed with the people carrying out the work to ensure that all hazards and risks have been considered and that the control measures are understood and implemented.

Management Meetings and Reports

Health and safety shall be the first agenda item at all management meetings. This will provide an opportunity for managers to discuss health and safety alongside other business matters, ensuring that policy decisions are made that best suit the business.

Management reports will contain the relevant health and safety information to ensure that matters are communicated throughout the organisation. The information will include, where relevant, progress on major projects, details of injuries/incidents and their subsequent root cause analysis findings, key performance indicators, development of policies or any other matters of importance.

Consultation with Employees

It is important that the health and safety interests of all employees are represented. As such all operations/functions will establish a structure of health and safety committees that encompass every employee group. Employees will be encouraged to participate in a constructive manner via their elected or union representative (depending upon the local arrangement), who will be consulted over health, safety and welfare matters. The committees will meet at least three times a year and be chaired by an appropriate line manager. Items considered at the meetings should include progress against improvement plans, recent incidents, risk assessment reviews and key performance indicators.

All employees will be advised of meeting agendas, consulted by their representative and informed of the results of the consultation process.

Matters arising from these health and safety committees that are of specific interest, or cannot be resolved locally, will be raised at the relevant business/function Health and Safety Forum. These Forums will be chaired by the relevant functional manager and routinely attended by line managers, representatives of appropriate functions e.g. Logistics, Human Resources, etc. It is intended that the Forums will develop best practice and achieve common acceptable standards. They are required to meet at least 3 times per year.

Where an issue arises from a Forum that may be common throughout the Operations, the Chairperson will bring it to the attention of the Business Support Manager or Operations Director.

Health and Safety Information

The Senior Managers will circulate a range of health and safety information via, for example, Safety Alerts and Good Practice Safety Alerts. This information will include details of applicable new health and safety legislation. The Senior Manager/Directors are required to ensure that all relevant health and safety information is circulated to employees within their operating area. This information may also consist of items from Health and Safety Forums, incident investigations, trade associations, the Health and Safety Executive, etc.

The Managing Director, with the support of the Business Support Manager, will bring developments in new Health and Safety Policies or Standards to the attention of all managers, who must ensure compliance is achieved.

The Business Support Manager will be responsible for updating the Internal Management System. All relevant managers / supervisors will have access to this, which contains information to help them understand and discharge their responsibilities under relevant legislation.

Employees shall be kept informed about the safety performance of their business sector through Health & Safety presentations, Notice Boards, briefings, etc.

Training

● On Induction

All new employees, temporary staff and agency personnel must undergo a period of induction training to ensure safe methods of working are adopted at all times. Training will commence on day one of employment and consist of a formal written programme that takes into account the individual needs of the employee and the specific job role.

The duration of the induction training programme will vary dependent on the individual and the complexity of the tasks. The duration must be sufficient to ensure that the employee and others are not put at risk. Specific requirements will be put in place where young or inexperienced employees are recruited.

After a predetermined period the induction must be formally reviewed and signed off by the line manager, with assessment where appropriate, to ensure full understanding of procedures and precautions covered.

● Ongoing Training

The Managing Director, Managers and Supervisors are required to attend relevant health and safety training courses to maximise their health and safety leadership skills and ensure they are familiar with current requirements and practices.

Formal periodic reviews of health and safety training needs for all employees must identify, target and plan training provision. Development programmes will be in place for employees that ensure they have the required level of competence to carry out the full range of their work duties safely. Competent personnel will be appointed within each operating area to carry out locational health and safety training.

The businesses areas will keep up to date training records that include all on-site training and that which is carried out away from the work location.

● Specific Training

Where training is required to ensure competence in a specialised area e.g. operating mobile plant, first aid, etc. specific training will be given along with appropriate formal assessment. Only when employees have successfully completed the relevant program will they be deemed competent and certificated accordingly.

Behavioural Safety

It is estimated that up to 90% of workplace injuries are caused by unsafe behaviour in the UK, Russell Roof Tiles operates a number of initiatives to support a reduction in this type of incident. Visible health and safety leadership is invaluable and, as such, managers are trained in behavioural safety techniques and expected to participate in the Visible Felt Leadership site visit programme. All employees are trained to recognise both safe and unsafe practices and encouraged to stop unsafe activities and suggest improvements to working methods.

In addition to the general workplace risk assessments, operational managers/supervisors are required to identify those sites and activities where pre job risk assessments, in the form of the Worksafe assessment, must be implemented. The Worksafe assessments are intended to take account of any change in the local conditions that may not have been considered by the general assessments and also to ensure people **Stop and Think** about the activity they are about to commence, the potential risks and the necessary precautions.

Inspections, Audits and Defect Reporting

All operations will implement a framework of maintenance and inspection schemes to monitor health and safety standards and promote preventative maintenance. These will range from Director/Senior Manager Visible Felt Leadership Tours to detailed testing and inspection of equipment. The extent of the schemes depends upon the nature of the site / equipment, the hazards / level of risk and statutory requirements. The schemes will cover both mobile and static plant. The exact scope and frequency of inspections will be determined locally and documented in formal written schemes.

The schemes will include the necessary statutory inspections. They must be reviewed periodically to ensure that they remain comprehensive and effective. Inspections must only be carried out by people who are competent by virtue of their training and experience. Wherever possible, managers will involve employees in carrying out inspections.

Documentation will be kept at each site detailing items that require attention, the plans for the remedial work to be carried out and formal records of items that have been completed.

Each year the Business Support Manager will inspect the operational units on an annual basis. Completion of the items identified will be monitored via a formal close out system.

Control of Contractors

All contractors engaged by the company shall be detailed on the company ERP system and made available to all staff that are responsible for employing contractors. Contractors will only be included on the approved list when they have provided sufficient information demonstrating their competence; unapproved contractors should not be engaged. This information will include proof of any relevant health and safety information used to justify inclusion on the list will be retained and formally reviewed at least annually.

It will be a condition of contract with Russell Roof Tiles that contractors operate safely, in accordance with site rules, relevant safe systems of work and method statements. This condition will be expressly stated in the contract so that it is fundamental to the proper performance of it. Breach of this condition will entitle Russell Roof Tiles to terminate forthwith without payment or compensation. Contractors who fail to demonstrate safe working practices must be withdrawn from the approved list and their services no longer employed until they can demonstrate that their safety standards have improved to a suitable level.

Before starting work contractors must receive an appropriate period of induction to ensure that all relevant health and safety requirements are understood. A Permit to Work form will be completed with the contractors before work commences. The only exception to this will be where the work is judged to be very low risk to employees, contractors' staff and third parties. It is the responsibility of the line manager or supervisor in control to make a positive decision to this effect and, where doubt remains, a Permit to Work must be issued.

Where work is of a higher risk or more complex, a method statement will be obtained from the contractor that addresses all issues identified by the relevant risk assessments.

Where any contract work falls within the scope of the Construction (Design and Management) Regulations, Health and Safety Standards on the Implementation of the Construction (Design and Management) Regulations will be followed at all times.

Health Care and Monitoring

The company operates a health care programme, which primarily consists of pre-employment health checks, initial and periodic health screening and sickness absence monitoring. The purpose of the programme is to ensure that the work that employees are required to do does not expose them to unnecessary health risks, and that any employee's general state of health does not put their safety or that of others at risk.

As a condition of employment, all new employees will complete a Health Questionnaire and receive appropriate health screening. The extent of this screening will be determined by virtue of the hazards to which they are exposed and / or relevant legislation. All existing staff are required to participate in the

health surveillance and screening programme to the extent that it is applicable to the hazards within their workplace. Initial screening for new employees will take place within their first year of employment, with subsequent screening normally annually.

The management team within the business will formally assess the data from sickness absence monitoring and health screening, reviewing control measures where adverse trends are identified.

All staff will be made aware of the content of the Drug & Alcohol Policy. The Policy is designed to promote a culture in which drug and alcohol abuse is not tolerated and to ensure that employees' use of either drugs or alcohol does not impair the safe and efficient running of the organisation or result in risk to the health and safety of themselves, other employees, or third parties.

Absence Management

High standards of attendance are expected of all employees. Managers and Supervisors must monitor and review attendance levels within their operations, making use of the monthly Sickness Absence Report.

Where an employee is absent, or is likely to be absent, as a result of either a health condition or following an accident, consideration will be given to whether it is appropriate for them to continue to work on "light duties"; this must not be at the expense of the well being of the employee and must be arranged by mutual agreement. It should, however, be noted that returning to work on "light duties" may aid recuperation. The taking up of "light duties" may necessitate short-term modifications to the workplace, and will require the manager to make regular enquiries about the employee's health.

Where employees are absent from work, managers are required to maintain contact and consider, in the case of longer term absence, whether there is any assistance that can be arranged through the occupational health care provider that would aid the employee's recovery.

On returning to work following absence due to either ill health or workplace injury, the line manager will undertake and document a return to work interview to ensure that employees are sufficiently recovered to carry out their work safely.

Employees are responsible for reporting any absence to their manager, in line with their terms and conditions of employment, and for maintaining regular contact during any period of absence.

Accident / Incident Reporting and Investigation

All accidents / incidents involving injury or property damage on Russell Roof Tiles premises, or injury to employees working away from company locations, must be reported via the standard accident reporting procedure.

Road traffic accidents involving company vehicles must be reported in accordance with local requirements. Where a road traffic accident results in injury and the person is driving as part of their work on company business, as opposed to driving to / from work at the start / end of their shift, the accident must also be reported through the standard health and safety accident reporting procedure; this requirement applies irrespective of whether the vehicle is owned by the company and extends to contractors delivering materials on behalf of Russell Roof Tiles.

Near misses will be reported via the Alert Card system.

In addition to reporting via the standard procedure, the relevant line Manager will be notified straight away of all injuries and will, in turn, immediately notify a) their most senior manager, b) the Business Support Manager, c) Managing director, copying in any other director/ senior manager relevant to the accident/injury.

For minor injury accidents and near miss incidents the appropriate Line Manager / Supervisor will take the lead in the investigation.

For serious injury/accidents the investigation will be headed up by the Operations Director, who will coordinate the investigation of the incident with all directors and relevant senior managers, with regards to incidents involving Major and lost time injuries or Dangerous Occurrences

All accidents and near miss incidents will be thoroughly investigated to identify any additional precautions required. Root cause analysis techniques will be used to ensure investigations consider not only the immediate causes, but also the underlying reasons behind each event. All managers and supervisors who carry out accident / incident investigations will be formally trained in accident reporting, root cause analysis investigation and emergency procedures.

Where the need for further control measures is identified, positive action must be taken as quickly as possible to prevent a recurrence. Remedial actions identified during investigations will be formally tracked by the Operations Director and Business Support Manager to ensure close out.

In all cases when accidents, incidents or near misses / hazards are reported, the relevant manager must provide sufficient information about remedial action to the person who made the report.

Senior Managers must ensure procedures are in place to notify the Managing Director, Finance Director and Operations Director immediately in the event of any death that results from an incident at work. In the event of a fatal incident a Senior Inquiry Panel will be established to ensure that a thorough investigation is undertaken; the Panel will be chaired by the Managing Director.

Individual business sites will maintain a record of all accidents / incidents and near misses, developing local statistical information which should be sent to the Business Support Manager on a monthly basis for collation and analysis. This information should help identify trends and enable additional control measures to be introduced. The management teams within these areas will formally review their incident performance on a regular basis.

The Managing Director will monitor incident performance and trends for the Operations at the monthly meetings, using information collated by the Business Support Manager.

Emergency Procedures

Risk assessments must consider potential emergency situations and be used, in conjunction with prescribed legislative requirements such as the Dangerous Substances etc, to determine the range and extent of emergency plans required. Emergency plans must be in place at each location and will be designed to assist people in responding quickly and efficiently should any serious incident occur. The risk assessment and plans will be used to determine the requirements for emergency drills and specific training.

The plans must include the full address of the site, contact numbers for key members of the management team and local emergency services, i.e. Fire, Ambulance, Doctor, Electricity and Gas Company, etc. The contact details and all relevant sections of the plans will be prominently displayed. All necessary emergency equipment will be provided, clearly identified and readily accessible. Appropriate first aid provision must be in place at all sites.

In addition to the local emergency plans, crisis management procedures will be developed and communicated across all sectors of the business, as appropriate, with any necessary training for key personnel being undertaken.

National Health Alerts

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line manager.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

Fire Safety

All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings or use any lifts. Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.

If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call the main office and report the location of the fire.

Nominated individuals will be trained in the correct use of fire extinguishers.

You should notify your line manager if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.

Equipment

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager.

No member of staff should attempt to repair equipment unless trained to do so.

The involvement of employees in our health and safety effort is fundamental.

Please complete the relevant details requested below, and return to your Line Manager, as the copy will be held in your personnel file.

I can confirm communication and understanding of the Russell Roof Tiles Health and Safety Policy dated 1st February 2024 and that I have received a personal copy.

Print Name: _____

Signed: _____

Date: ____/____/____