



Specialists in Roofing  
and Waterproofing

# Contractors Health & Safety Policy

## Radmat Building Products Ltd

### 1.0 Health & Safety Policy Statement

1. The Directors of Radmat Building Products Ltd accept fully their responsibilities to ensure; so far as is reasonable, their health, safety and welfare at work and any other persons who may be affected by the Company's work operations.

**2. It is the Directors policy** to do all that is reasonably practical, (including allocating adequate resources and finances), to prevent personal injury and illness, by protecting employees and the public from foreseeable hazards in so far as they come into contact with the Company or its work.

**3. In particular, the Directors undertake** (as far as reasonably practical) to: -

- 3.1 Identify hazards and assess the risks associated with all operations and substances used in the course of business and implement appropriate control measures (precautions to be taken).
- 3.2 Provide and maintain safe and healthy working conditions, and provide safe plant and equipment.
- 3.3 Actively participate in improving occupational Health & Safety standards within the organisation and through involvement with external organisations.
- 3.4 Ensure employees are competent and provide adequate information, instruction, training, and supervision to enable employees to perform their work safely.
- 3.5 Ensure safe transport, storage, handling and use of hazardous substances.

3.6 Maintain communication with employees on Health & Safety matters.


3.7 Carry out audits to ensure the Company's Health and Safety Policies and Procedures are being complied with.

3.8 Carry out regular inspections of the workplace and take appropriate action(s) to safeguard against hazards and eliminate/reduce the risk of accidents.

3.9 Review and revise this policy at regular intervals as necessary.

### 4. Employees have a duty to: -

- 4.1 Take reasonable care for the Health & Safety of themselves and other persons who may be affected by their acts or omissions whilst at work.
- 4.2 Fully co-operate with and support the requirements of Health and Safety and/or any person in performing any duty or comply with any requirement in the interests of Health, and Safety, in particular by:
  - a) Using personal protective equipment provided.
  - b) Reporting incidents that have led or may lead to injury, or may be a hazard to health and co-operating fully in the investigation of accidents and with the introduction of any measures taken to prevent recurrence.
  - c) Carrying out their work in such a way so as not to put the Health & Safety of others at risk.
  - d) Carrying out their work in line with the requirements of the Company Health & Safety Policy, handbooks and safe working procedures.



**Director's Signature:**  
**Robert Speroni**  
**October 2025**

## Health & Safety Advisor(s)

The Company has appointed Browns Health and Safety as competent persons for Health and Safety advice in compliance with the 'Management of Health and Safety at Work Regulations – 1999 – Regulation 7' – Health and Safety Assistance. Browns roles and responsibilities include:

- A regular review of the Health and Safety Policy, with replacements or amendments as required.
- Carrying out audits of the company safety management systems under the Directors authorisation and authority.
- Providing telephone support and advice.
- Informing the Company of any changes to existing or the passing of any new Health & Safety Legislation including the dates when they come in to force.
- Assist in and advising on the safety training of all employees.
- Review accident records and statistics regularly for trend analysis.

## Sub-Contractors

All Sub-Contractors are:

1. Required to provide information as to their provisions for Health & Safety including (but not limited to);
  - a. Their liability insurance
  - b. Their safety policy
  - c. Their environmental policy (where requested)
  - d. Their risk (& where applicable COSHH) assessments including any hazards, which their work might impose upon the company and/or its employees
  - e. Their method statements
  - f. Their arrangements and provisions for Health and Safety including competent safety advice
  - g. The qualifications and experience of the person responsible for H&S in their organisation
  - h. The qualifications and experience of their workforce (adequate to establish competence).
  - i. Records of any accidents injuries and/or illnesses and any enforcement notices or prosecutions within the last 5 years.
  - j. References from at least two independent sources and any other supporting information.

Where the Sub contractor is to carry out works which are defined as Construction Works under the Construction (Design and Management) Regulations 2015, the competency checks will be carried out against the requirements of the PAS 91 Standards or to a recognised SSIP Scheme to a suitable level based on the works being carried.

- Expected to comply with and read the provisions of this policy.
- To ensure that any operatives under their control or employed by them have knowledge of and will comply with the Company Safety Policy.
- Expected not to interfere with or recklessly misuse anything provided in the interests of Health and Safety.
- To ensure that any injury sustained or damage caused by the sub-contractor is reported to their line manager as soon as practically possible.
- To keep all work places, for which they are responsible, clean and tidy and clear them periodically as work progresses.
- To wear protective clothing and use safety equipment appropriate to the operation (PPE Regulations).
- To ensure that employees and others within the vicinity of the equipment are not endangered by its use.
- To report all accidents or damage to the workplace supervisor or his/her assistant and ensure that details are entered in the accident book.

## Health & Safety Monitoring & Health Surveillance

The company will ensure that regular audits and inspections are carried out and that any issues raised are dealt with as appropriate and within reasonable time scales. Standard practice will be defined in risk assessments, method statements, safe systems of work and safe working procedures.

Audits and inspections will be carried out internally under the Managing Director or Line manager of the specific area audited. External Audits will be conducted by the appointed health and safety advisors on a routine basis dependent upon the results of internal audits and accidents/incidents and near misses.

These audits will be supported safety tours and inspections under the daily routine of works by all staff.

Site Audits and Inspections will be carried out by the Managing Director with our appointed health and safety advisors support where required. These audits will include any Client, Sub contractor and Principal Contractor works.

Performance will be monitored by the management against best practice and company standards and non-conformity will be dealt with accordingly, if necessary through formal disciplinary procedures.

In line with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended), employees will be provided with appropriate health surveillance, based on the outcomes of risk assessments associated with work activities.

Where any diagnosis or medical treatment/monitoring is required a competent occupational health specialist will be used and any records will be retained for a period of 40 years.

## Hazard Identification and Risk Assessment

The Company has a duty to identify hazards at work and assess the risks of accidents occurring. Risk Assessments will be carried out in all work areas on significant risks. Management will ensure that such assessments are carried out by competent persons.

In all cases steps must be taken to eliminate the risks identified wherever possible. If elimination is not possible, suitable control measures will be introduced to minimise the risk of accidents. Risk Assessments must be reviewed when significant changes occur with regard to the working environment, working process or members of staff, in the event of any accident or incident applicable to the Risk Assessment or periodically on a twelve month basis.

The Managing Director will be responsible for the development and management of company risk assessments. Each surveyor will conduct a site based assessment of risk and working at height on each site visit. Assessment will be forwarded back to the administration team as part of the information capture for each project. All surveyor staff will receive training in awareness of working at height hazards and if at any time the individual surveyor identifies an issue on site that will affect the safety of themselves or any other person it is to be identified and communicated to the site representative accordingly and the surveyor will not access the works area (or access a place where a fall or fall through could take place) until suitable and sufficient provisions are put in place. Any inadequate provision of safety measures and standards (such as safe access at height, edge protection or fall through protection) is to be reported and recorded under the project report and highlighted to the Managing Director for immediate review.

## Highly Flammable Liquids

Highly flammable liquids stored or used at the workplace will be handled strictly according to the manufacturers' instructions. No materials will be allowed to be stored at the workplace unless there is a current material safety data sheet (MSDS) available from the suppliers.

The Managing Director will ensure that such instructions are supplied and each member of staff is familiar with its contents. Stock will be managed under the Stores person to ensure that there is not excessive supply present and the quantity is within the capacity of the COSHH stores and racking bays safe capacity.

The highly flammable store will be a strong metal container, located away from sources of ignition and clearly marked 'NO SMOKING - HIGHLY FLAMMABLE'. The keys to the highly flammable store will be held by the Stores person.

## Management and Control of Contractors & Sub Contractors

Contractors will be asked to produce documentation to establish their competency. This will include (but not be limited to):

- A document setting out who will be responsible for overall management of the work and what qualifications they hold.
- A document setting out who will have day to day responsibility for managing the work.
- Their procedures describing how they will in turn manage any sub-contractors they use to assess for competency and ensure their health and safety.
- Their H&S Policy.
- Their Employer and Public Liability Insurances.
- Their Risk & Method Statements.
- References.

Where the Sub contractor is to carry out works which are defined as Construction Works under the Construction (Design and Management) Regulations 2015, the competency checks will be carried out against the requirements of the PAS 91 standards or via accreditation to one of theSSIP Schemes relevant to the works being undertaken. Assessment of Competency will be carried out and recorded under the Managing Director (with assistance from our Appointed Health and Safety Advisors). Once approved, re assessment of competency will be carried out on a yearly basis.

## Closing Message

The Directors are committed to constant improvement in safety performance throughout the organisation. To this end this Health and Safety Policy is designed to promote a 'Positive Safety Culture', where everyone in the organisation understands and believes that:

1. Everyone is responsible for managing Health and Safety
2. Safety & Health is at least as important for the company as its other goals (production, quality or profit etc.).
3. All injuries are unacceptable
4. All injuries are preventable
5. All reasonable steps must be taken to prevent accidents and incidents
6. Accidents will continue to happen if these steps are not taken
7. People are the most important element in health and safety
8. All employees must be actively involved in managing health and safety
9. All suggestions for improvement will be carefully and seriously considered

Please ensure that you fully understand the role that you play in helping to provide a healthy and safe work-place.

Together we must all seek to identify and eliminate hazards and ill health at work and reduce the number of accidents to zero.