Health, Safety & Environmental

Employee Handbook

Welcome

A welcome from the Managing Directors explaining that everyone has a responsibility for health, safety, environmental protection and customer care.

Contents

1. Introduction
2. Our Health & Safety Commitment
3. Employee Responsibilities
4. Emergency Procedures
5. Fire Safety
6. First Aid
7. Site Safety Rules
8. Risk Assessments & RAMS
9. Personal Protective Equipment (PPE)
10. Manual Handling
11. Working at Height
12. Asbestos Awareness
13. COSHH
14. Electrical Safety
15. Lone Working
16. Driving for Work
17. Display Screen Equipment
18. Mental Health & Wellbeing
19. Environmental Responsibilities
20. Accident & Near Miss Reporting
21. Training
22. Company Policies
23. Employee Declaration

1. Welcome

Welcome to **WEINSULATE.CO.UK LIMITED**.

Health, safety and environmental protection are fundamental to everything we do. Every employee, subcontractor and visitor has a responsibility to work safely, protect others and minimise our impact on the environment.

This handbook provides practical guidance on the standards expected whilst working on behalf of the Company.

No job is so urgent that it cannot be carried out safely.

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2. Our Health & Safety Commitment

WEINSULATE.CO.UK LIMITED is committed to:

- Providing a safe place of work.
- Preventing accidents and work-related ill health.
- Complying with all relevant legislation.
- Providing suitable training.
- Providing safe equipment.
- Consulting employees on health and safety matters.
- Continually improving our management systems.

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3. Your Responsibilities

Every employee must:

✔️ Work safely.

✔️ Follow RAMS.

✔️ Wear PPE.

✔️ Report hazards.

✔️ Report accidents.

✔️ Stop work if it is unsafe.

✔️ Protect customers.

✔️ Protect the environment.

✔️ Look after company equipment.

Emergency Procedures

Emergency

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Raise Alarm

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Call 999

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Evacuate

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Assembly Point

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Supervisor

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Do Not Re-enter

Fire Safety

Employees must

• Know escape routes

• Keep exits clear

• Never wedge fire doors open

• Only tackle small fires if trained

• Never put yourself at risk

Risk Assessments

Every installation has a set of RAMS.

Before work starts you must:

✓ Read it

✓ Understand it

✓ Sign it

✓ Follow it

If conditions change...

STOP

Speak to Supervisor

Complete The Dynamic Risk Assessment

PPE

Minimum PPE

• Safety boots

• Hi-Vis

• Workwear

• Gloves

Additional PPE

• Hard Hat

• FFP3 Masks

• Safety Glasses

• Ear Protection

• Knee Protection

Use PPE identified within the RAMS.

Lone Working

Employees working alone must:

• Inform Supervisor.

• Use Tradify.

• Maintain phone contact.

• Follow the sign in/out procedure.

• Report concerns immediately.

Driving for Work

Daily vehicle checks

No mobile phones

Secure loads

Drive legally

Report defects

Keep van tidy

Environmental Responsibilities

All employees must:

• Minimise waste

• Segregate waste

• Prevent pollution

• Reduce dust

• Reduce noise

• Protect wildlife

• Leave customers' homes clean

Accident Reporting

Accident

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Make Safe

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First Aid

↓

Supervisor

↓

Complete Accident Form

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Investigation

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Corrective Action

Training

PAS 2030

PAS 2035 Awareness

Manual Handling

Working at Height

Asbestos Awareness

COSHH

Fire Safety

Mental Health

Toolbox Talks

First Aid (where applicable)

NVQs

Company Policies

Health & Safety

Environmental

HR

Governance

Quality

Safeguarding

Compliance

Declaration

Employee Declaration

I confirm that I have received, read and understood the WEINSULATE.CO.UK LIMITED Health, Safety & Environmental Employee Handbook.

I agree to comply with the Company's policies, procedures and safe systems of work.

Employee Name

Signature

Date