



PREMIER WINDSCREENS EDINBURGH

HEALTH & SAFETY POLICY

Company:	Premier Windscreens Edinburgh
Address:	Unit 10 Seven Hills Business Park, 55 Bankhead Crossway South, Edinburgh, EH11 4EP
Telephone:	0131 364 4940
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Authorised By:	David Conquer, Owner / Managing Director

This document sets out the Health & Safety Policy for Premier Windscreens Edinburgh, covering all operational activities including windscreen replacement, windscreen repair, ADAS calibration, mobile working, and workshop operations.

1. HEALTH & SAFETY POLICY STATEMENT

Premier Windscreens Edinburgh recognises its duties under the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Personal Protective Equipment at Work Regulations
- Control of Substances Hazardous to Health Regulations (COSHH)
- Manual Handling Operations Regulations
- Road Vehicles (Construction and Use) Regulations

The company is committed to providing a safe working environment for employees, subcontractors, customers, and members of the public.

We aim to:

- Prevent injury and ill health.
- Eliminate hazards where reasonably practicable.

- Reduce risks through safe systems of work.
- Ensure all employees receive appropriate training.
- Maintain equipment in safe working order.
- Consult with employees regarding health and safety matters.
- Continually improve health and safety performance.

Signed:

David Conquer

Owner / Managing Director

Premier Windscreens Edinburgh

2. RESPONSIBILITIES

Managing Director — David Conquer

David Conquer has overall responsibility for:

- Health and safety management.
- Reviewing risk assessments.
- Ensuring adequate resources are available.
- Monitoring compliance.
- Investigating accidents and incidents.

Supervisors / Managers

Managers must:

- Ensure safe working practices are followed.
- Monitor technician compliance.
- Report hazards.
- Ensure PPE is available and used.

Employees

Employees must:

- Take reasonable care of themselves and others.
- Follow training and procedures.
- Use PPE provided.
- Report accidents, defects, and near misses.
- Not misuse safety equipment.

3. TRAINING AND COMPETENCE

Technicians shall only undertake work they are trained and competent to perform. Training records shall be maintained by management.

Competency requirements include:

- Windscreen replacement.
- Windscreen repair.
- ADAS calibration.
- Safe driving.
- Manual handling.
- Use of power tools.
- Chemical handling.

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Windscreen Replacement

- Safety glasses.
- Cut-resistant gloves.
- Safety footwear.

ADAS Calibration

- Safety footwear.
- High visibility clothing when required.

Workshop Operations

- Safety glasses.
- Safety footwear.
- Gloves where appropriate.

Damaged PPE must be replaced immediately.

5. SAFE USE OF TOOLS AND EQUIPMENT

All tools must:

- Be inspected before use.
- Be maintained in accordance with manufacturer instructions.
- Be removed from service if defective.

This includes:

- Power cut-out tools.
- Wire systems.
- Fibre cord systems.
- Glass lifters.
- Calibration equipment.
- Ladders.
- Battery tools.

Only trained personnel may use specialist equipment.

6. WINDSCREEN REMOVAL PROCEDURES

Prior to removal:

- Confirm vehicle identity.
- Assess work area.
- Protect paintwork and vehicle interior.
- Inspect for existing damage.
- Record damage where necessary.

Preferred removal methods:

- Fibre cord systems.
- Wire systems.
- Manufacturer-approved methods.

Cold knives and Kent blades should only be used where appropriate and authorised. Technicians must avoid damage to paintwork, trim, airbags, and vehicle systems.

7. GLASS HANDLING

Vehicle glass can be heavy, awkward, and fragile. Technicians shall:

- Use correct lifting techniques.
- Use glass handling aids where appropriate.
- Seek assistance when required.
- Store glass securely during transport.

Damaged glass must be disposed of safely.

8. POLYURETHANE ADHESIVES AND CHEMICALS

Technicians may work with:

- PU adhesives.
- Primers.
- Activators.
- Cleaning solvents.
- Windscreen repair resins.

COSHH assessments shall be maintained. Requirements:

- Follow manufacturer instructions.
- Wear suitable gloves.
- Avoid skin contact.
- Avoid inhalation of vapours.
- Store products correctly.

Spills must be cleaned immediately.

9. ADAS CALIBRATION SAFETY

Before calibration:

- Verify vehicle specifications.
- Ensure correct targets are used.
- Maintain a safe working area.

During calibration, technicians shall:

- Follow manufacturer procedures.
- Use approved calibration equipment.
- Record calibration results.
- Report any faults identified.

Only trained and IMI-qualified personnel may undertake calibration work.

10. MOBILE WORKING

Technicians frequently work at customer homes, roadside locations, and business premises.

Before commencing work, technicians shall:

- Conduct a dynamic risk assessment.
- Assess weather conditions.
- Assess traffic risks.
- Ensure adequate lighting.

Work shall be postponed where conditions are deemed unsafe.

11. LONE WORKING

Premier Windscreens Edinburgh recognises that many technicians work alone. Controls include:

- Mobile phone communication.
- Vehicle tracking.
- Daily scheduling.
- Welfare checks where necessary.

Employees must report concerns immediately.

12. DRIVING FOR WORK

Drivers must:

- Hold a valid driving licence.
- Report endorsements to management.
- Conduct daily vehicle checks.

Mobile phones must not be used whilst driving unless through a legal hands-free system. Drivers must comply with Road Traffic Act requirements and company vehicle policies.

13. MANUAL HANDLING

Technicians shall:

- Assess each lift before attempting it.
- Use lifting aids where available.
- Avoid twisting while lifting.
- Request assistance for heavy or awkward items.

Manual handling training shall be provided to all relevant employees.

14. HOUSEKEEPING

Workshop and vehicles must be kept clean and organised. Particular attention shall be given to:

- Broken glass.
- Adhesive spills.
- Trip hazards.
- Tool storage.

Waste shall be disposed of appropriately and in line with environmental requirements.

15. FIRE SAFETY

Fire extinguishers shall be maintained and inspected annually. Employees must:

- Know emergency procedures.
- Keep escape routes clear.
- Report fire hazards.

Smoking and vaping are prohibited within company premises and vehicles when carrying flammable products.

16. ACCIDENT REPORTING

All accidents, incidents, and near misses must be reported immediately to the Managing Director. Records shall include:

- Date and time.
- Persons involved.
- Details of the incident.
- Corrective actions taken.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting shall be completed where required by law.

17. MENTAL HEALTH AND WELLBEING

Premier Windscreens Edinburgh recognises the importance of mental wellbeing. Employees are encouraged to:

- Raise concerns with management.
- Report work-related stress.
- Seek support where required.

Management will provide reasonable support where practicable.

18. MONITORING AND REVIEW

This policy shall be reviewed:

- Annually.
- Following accidents or incidents.
- Following significant business changes.
- Following relevant legislative changes.

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This policy supersedes all previous versions. Printed copies are uncontrolled — please verify currency against the live version held by management.