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## HEALTH & SAFETY POLICY STATEMENT

**GROUP OF COMPANIES HEALTH & SAFETY GENERAL PROCEDURES & APPENDICES**

**Revised**

**May 2010**

Should you have any difficulty understanding any part of The Health and Safety Policy Statement, Procedures or Appendices -  
Please contact Senior Management or the H&S Co-ordinator via the Head Office

This document is also available in Polish, Lithuanian, Bulgarian and Romanian.

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## **HEALTH AND SAFETY GENERAL POLICY STATEMENT**

**1. THE OBJECTIVE:** The objective of the Group's Policy, as a fundamental part of its Health and Safety Management System is to prevent, *insofar* as it is reasonably practicable during the course of the work or duties being undertaken, any accidental occurrence which may directly or indirectly result in:

- a) Injury or occupational ill-health to any person.
- b) Damage to, or loss of any plant, equipment, property, materials or products.
- c) Delays in any processes or operation.
- d) Events which may otherwise be detrimental to efficiency and/or prestige.
- e) Adverse impact upon the environment.

The objective of the company is to continually improve our processes with respect to minimizing Health and Safety Risks

**2. SCOPE:** The Policy is applicable to all The BDL Group Plc Personnel. This Policy will also apply to all persons having responsibilities which relate to and necessitate their presence and the execution of their duties within the areas of The BDL Group Plc works/premises. These persons include the employees of Sub-Contractors, Consulting Practices, Self-Employed Persons and Agency staff.

**3. RESPONSIBILITY:** The application and promotion of the Policy is the responsibility of Senior Management of this Group of Companies. Whilst duties and tasks may be delegated, the overall responsibility remains that of Senior Management to ensure that the Group of Companies complies with all relevant statutory health and safety legislation, common law and Approved Codes of Practice.

**4. PERSONNEL OBLIGATIONS:** All Group of Companies employees, regardless of their status, are expected to abide by the principles of this Policy as and where applicable and particular instructions or information that may be passed onto them. We also expect the co-operation of all those mentioned within the Scope section of this Policy to work in such a way that accidents to themselves and others will be prevented.

**5. PARTICIPATION:** Individuals can make vital contributions to the development and implementation of policies. There will be opportunities for participation in this process via the involvement of employee representatives.

**6. APPLICATION:** The following principles shall be applied to all operations undertaken by the Group of Companies and shall be the basis of any specific instructions, methods or systems which may be necessary in order to achieve the Policy objective. To ensure that this Policy can be successfully implemented, the Group of Companies will provide such funds as may reasonably be necessary.

**7. PRECAUTIONARY MEASURES:** Suitable and adequate measures shall be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. The Group of Companies will take into account at tendering stage, those factors which help to eliminate injury, damage and waste.

**8. INFORMATION, TRAINING AND INSTRUCTION:** Information from risk assessments, performance monitoring activities, the employee consultation process and advice from our Health and Safety Department will be used to identify the health and safety training needs of employees. An effective system for the communication of health, safety and welfare information will be maintained so that employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them. Where necessary employees will also be suitably trained or instructed to enable them to carry out their tasks in a healthy, safe and efficient manner, including the use of appropriate personal protective equipment.

Training will be carried out or organised by the Group of Companies Safety Department with regard to safety matters. The practicalities and Method of Work training will be carried out by the Group's Managers and overseen by the Safety Department who will maintain a record of safety training carried out.

Employees will be trained in the safe use of plant/equipment which they will be using for their work by the appropriate CITB Plant Operators course where required. Where CITB certification is not required, employees will be instructed on how to use plant/equipment safely, directly by the manufacturer/supplier/hirer, or by the Group's Managers who themselves would have been instructed on how to use the plant/equipment properly and safely. To ensure all the Group of Companies employees are kept up-to-date with safety matters the Group of Companies has formulated a library of safety information, Codes of Practices and Health and Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law etc. If in doubt about any aspect of health and safety, Personnel should seek advice from the Health and Safety Department before commencing work.

The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises which they are undertaken shall be observed.

**9. PLANNING AND CONTROL:** All activities shall be conducted in a responsible manner and planned and controlled so that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all those mentioned in the Scope section of this Policy and that to understand their joint responsibilities, joint consultation will be necessary.

**10. HEALTH & SAFETY AND WELFARE:** Adequate provision shall be made for the Welfare needs of employees whilst carrying out their tasks and duties and any hazard to health associated with the work shall be the subject of strict precautionary measures.

**11. MEASURING, MONITORING, REVIEWING AND AUDITING:** All Group of Companies activities and the use of related plant, equipment and materials etc., which affect the safety of that place of work, shall be inspected in accordance with legal requirements, reports will be made and distributed to those concerned as necessary. Safety Inspections and other activities to measure, monitor and review health and safety performance, to audit the effectiveness of the health and safety management system, will be carried out by the Safety Department and/or competent personnel.

This Policy shall be reviewed and kept up to date by the Safety Department, and recommendations made to the Managing Director responsible for health and safety, to take into account changes in legislation, reflect changes in the nature and range of activities carried out by the Group of Companies and take advantage of operational experience, negative and positive, as often as may be necessary.

This policy and any revisions to it will be issued to all employees at the commencement of employment, and as, and when, amendments dictate.

**12. COMMUNICATIONS:** Frequent, relevant Tool Box Talks will be used throughout the Group operations.

Quarterly Senior Management Meetings will be held to discuss all relevant safety issues and minutes circulated to all relevant parties.

For and on behalf of  
The BDL Group Plc

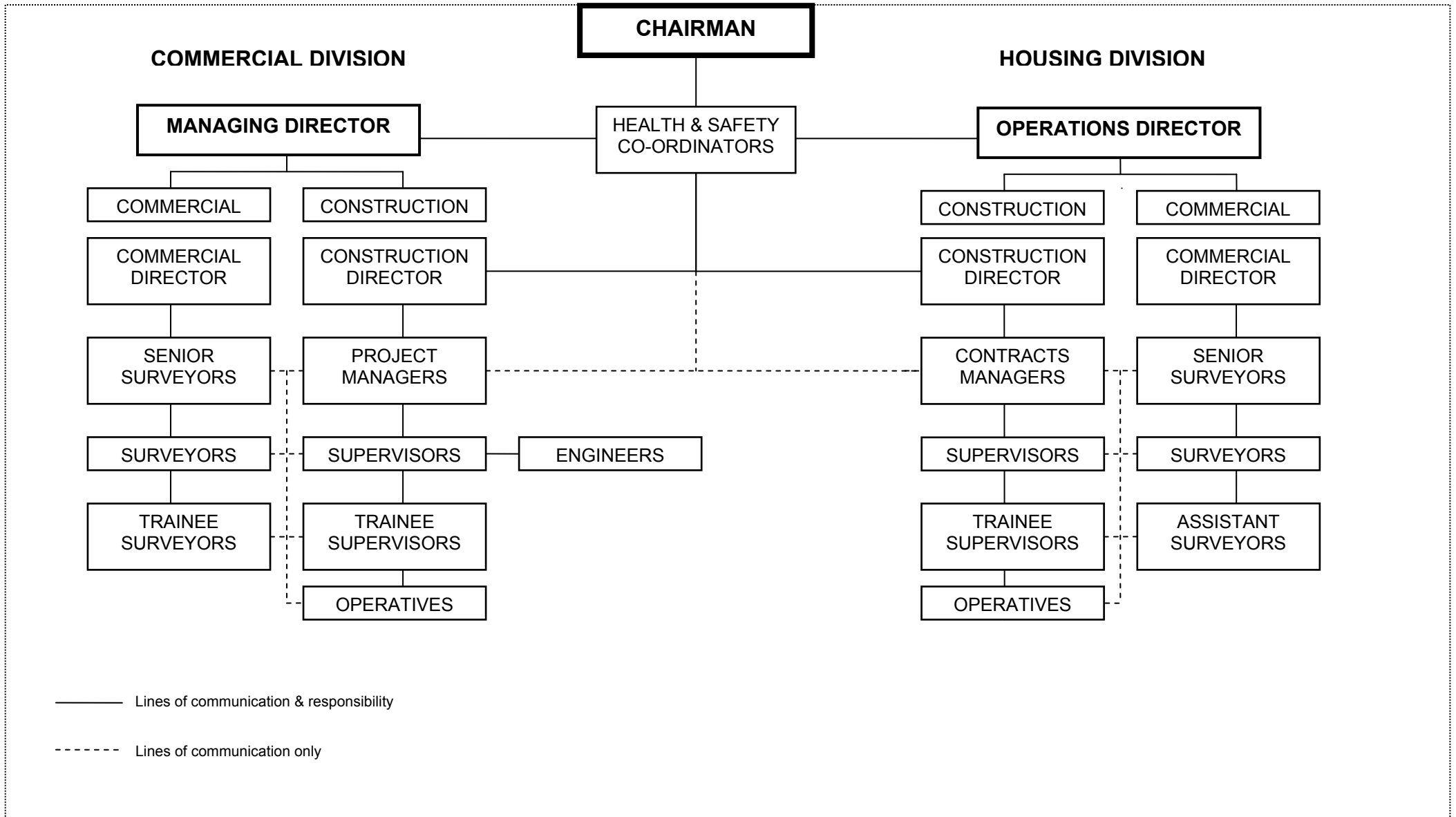


Mr Frank J Burke  
Chairman

Date: May 2010

**PART II**

**ORGANISATION/RESPONSIBILITIES**



**SECTION TWO ORGANISATION & RESPONSIBILITIES****CHAIRMAN****Responsibilities:**

It is the duty of Mr. Frank Burke Company Chairman as far as reasonably practicable, to ensure the Health, Safety and Welfare at work of the BDL Group's employees, and in particular:

- a) To make adequate financial provisions for implementing this policy.
- b) To promote interest in and enthusiasm for Health and Safety matters in the Company.
- c) To receive information from the Department responsible for Health and Safety about the Company's Safety performance and respond accordingly.
- d) Monitor the performance of the Department responsible for Health and Safety.
- e) Ensure that non-compliance with the safety policy and procedures is treated as a disciplinary offence.
- f) To set a personal example when visiting site by wearing appropriate protective clothing and equipment in accordance with current legislation and this policy.
- g) To know the requirements of the relevant statutory provisions and safe working practices and ensure that all staff under their control are also conversant with the same and have adequate and appropriate training.
- h) To make provisions at tendering and planning stages for adequate allowance to be made for health, safety and welfare facilities and equipment.
- i) To insist that sound working practice is observed and take appropriate action when it is not being observed.
- j) To consider the practical discharge of this policy as a management function, comparable in importance to the normal commercial arrangements and performance expected of responsible members of management.

**MANAGING DIRECTOR/OPERATIONS DIRECTOR****Responsibilities:**

- a) To have adequate knowledge and observe the requirements of the Health & Safety at Work etc. Act. 1974 and all other relevant legislation governing the Company's operation.
- b) To promote a greater safety awareness throughout the Company.
- c) To monitor and advise on a regular basis, the Health and Safety performance of the Company.
- d) To set a personal example when visiting site, by wearing appropriate protective clothing and equipment in accordance with current legislation and this policy.
- e) To receive information from the Department responsible for Safety about the Company's Safety performance and respond accordingly.
- f) Ensure that non-compliance with the safety policy and procedures is a disciplinary matter.
- g) To insist that sound working practice is observed and take appropriate action when it is not being observed.
- h) To consider the practical discharge of this policy as a management function, comparable in importance to the normal commercial arrangements and performance expected of responsible members of management.
- i) Communicate/represent the Safety Department at Board level.

**CONSTRUCTION DIRECTORS/COMMERCIAL DIRECTORS****Responsibilities:**

- a) To promote interest in and enthusiasm for Health and Safety matters in the Company.
- b) To receive information from the Department responsible for Safety about the Company's Safety performance and respond accordingly.
- c) Ensure that non-compliance with the safety policy and procedures is a disciplinary matter.
- d) To set a personal example when visiting site by wearing appropriate protective clothing and equipment in accordance with current legislation and this policy.
- e) To know the requirements of the relevant statutory provisions and safe working practice and ensure that all staff under their control are also conversant with the same and have adequate and appropriate training.
- f) To insist that sound working practice is observed and take appropriate action when it is not being observed
- g) To consider the practical discharge of this policy as a management function, comparable in importance to the normal commercial arrangements and performance expected of responsible members of management.
- h) To ensure all site management and supervisory staff attain the group minimum training requirement e.g. 5-day SMSTS course or equivalent.

**CONTRACT/PROJECT MANAGERS****Responsibilities:**

- a) To promote interest in and enthusiasm for Health and Safety matters in the Company.
- b) To receive information from the Department responsible for Safety about the Company's Safety performance and respond accordingly.
- c) Ensure that non-compliance with the safety policy and procedures is a disciplinary matter.
- d) To set a personal example when visiting site by wearing appropriate protective clothing and equipment in accordance with current legislation and this policy.
- e) To know the requirements of the relevant statutory provisions and safe working practice and ensure that all staff under their control are also conversant with the same and have adequate and appropriate training.
- f) To insist that sound working practice is observed and take appropriate action when it is not being observed
- g) To consider the practical discharge of this policy as a management function, comparable in importance to the normal commercial arrangements and performance expected of responsible members of management.
- h) Ensure compliance by all BDL staff and operatives of site rules and induction procedures
- i) Ensure site operations are carried out in accordance with task specific method statements, risk assessments and safe methods of working.

**SAFETY DEPARTMENT****Responsibilities:**

- a) To be professionally qualified to carry out the following;
- b) To provide the persons responsible for safety with information to enable such persons responsible for safety to monitor the Health and Safety performance of the Company.
- c) To ensure that the safety training needs of both site operatives and staff are identified and acted upon.
- d) To undertake periodic inspections of the work place to ensure that the highest standards of Health and Safety and welfare are achieved.
- e) To revise and amend, where necessary, the safety policy and ensure implementation of the policy.
- f) To advise and assist in promoting safe systems and safe conduct at work.
- g) To give guidance to any employee of the Company on health and safety matters.
- h) To advise employees and managers at all levels in their efforts to improve Health & Safety performance of the Company.
- i) To create at all levels within the Company a positive approach to accident prevention.
- j) To maintain the positive measures in place to raise the level of safety awareness at all places of work and to improve the company's safety record.
- k) To undertake and ensure investigations are carried out for reportable accidents, dangerous occurrences and/or near misses and make recommendations to prevent any re-occurrence.
- l) To liaise with the Inspectors of the Health and Safety Executive and other outside bodies.
- m) To advise the Company Management and all levels of management and supervision of the requirements imposed by or under the Health & Safety at Work etc. Act 1974 and other safety legislation governing the Company's operations.
- n) To set a personal example when visiting site by wearing the appropriate protective clothing and equipment in accordance with current legislation and this policy.
- o) To ensure sufficient stocks of Safety registers and all statutory notices are available for issue to staff.
- p) To ensure that all statutory notifications have been completed and copies of the same are available on site.
- q) To check that the welfare arrangements and facilities are of an acceptable standard and meet the requirements of the regulations and advise site management if they do not.
- r) To check that suitable and sufficient fire fighting equipment is available.
- s) To ensure that copies of the company's Health & Safety Policy and Safety Rules and the Company's Employers Liability Insurance Certificate are displayed in the Site Offices.
- t) To assist site management when and where practicable to undertake Safety induction and tool box talks.
- u) Assist in the preparation of, and compliance with, of site specific risk assessments.
- v) To formally audit and report on compliance with procedures.

**QUANTITY SURVEYORS****Responsibilities:**

- a) To understand the requirements of the company's Safety Policy.
- b) To be aware of the statutory requirements relating to works being costed.
- c) To consult with other managers on matters relating to health, safety and welfare.
- d) To ensure that tender prices include and are adequate for safe systems of work to be adopted.
- e) To ensure that the safety responsibilities of subcontractors are taken into account when obtaining prices for works.
- f) To report to Site Management on unsafe practices observed when visiting site.
- g) To ensure that subcontractors are aware of the requirements of the Company Safety Policy.
- h) To assist in the setting up of the initial project H&S file.
- i) To set a personal example when visiting site by wearing the appropriate protective clothing and equipment, in accordance with current legislation and this policy.

**DESIGNERS & PLANNERS****Responsibilities:**

- a) To have adequate knowledge of the Company Safety Policy, the Health & Safety at Work Act and other relevant current legislation.
- b) To ensure the safety of BDL operatives and staff, other contractors and any person affected by the Group's activities are addressed during the design and planning process.
- c) To liaise with the Safety Department during the design and planning process regarding any safety related issues.
- d) To communicate to the Construction Team any safety related issues highlighted during the design and/or planning stage.

**SUPERVISORS****Responsibilities are:**

- a) To know the requirements of the relevant statutory provisions and safe working practices and to ensure that staff under their control are also conversant with the same and have, or will receive, adequate and appropriate training.
- b) To insist that sound working practice is observed and take appropriate action when it is not.
- c) To carry out weekly Tool Box Talks.
- d) To consider the normal discharge of this policy as a management function comparable in importance to the normal commercial arrangements and performance expected of responsible members of management.
- e) To ensure that adequate resources are made available to provide for safe systems of work. This will include making full provision for safe working methods to be provided for contract operations/activities.
- f) To monitor health and safety standards during site visits and by reviewing Safety Advisers reports.
- g) To liaise closely with the Safety Adviser for implementing and maintaining the Company's Safety Policy.
- h) To set a personal example when visiting sites by wearing a safety helmet and appropriate clothing.

**BUYERS****Responsibilities are:**

- a) To understand the requirements of the Company's Safety policy.
- b) To ensure that all articles or substances supplied to the company for use at work can be used safely.
- c) To make arrangements with suppliers to gain sufficient information, to ensure the articles and substances will be used in a safe manner and ensure material data sheets are obtained to allow the COSHH assessment process to be carried out.
- d) To make arrangements to ensure that all information required to ensure the safe use of substances and articles is communicated onto the user.
- e) To communicate to suppliers, subcontractors, hauliers, etc the conditions of the Company's Safety Policy that will be attended to when on the Company's premises or premises under the Company's control.

**PLANT MANAGEMENT****Responsibilities are:**

- a) To ensure that the Company's plant, machinery and equipment conform to the requirements of the relevant legislation.
- b) To ensure that plant, transport and equipment sent to site is safe, operational and fully guarded, tested, examined and equipped with all safety devices required by the appropriate regulations.
- c) To ensure that all tests, examinations and inspections on plant and equipment are carried out as required and that proper records are maintained.
- d) To withdraw from service all plant or equipment known to be dangerous and unsafe.
- e) To ensure that all employees in the plant department have received sufficient training information and equipment to work effectively within the requirements of the policy and relevant legislation.
- f) To advise Site Management of defects with bought or hired equipment if noticed when visiting site.

**ALL EMPLOYEES, OPERATIVES AND SUB-CONTRACTORS**

The law requires the Company's employees, and sub-contractors (including labour-only) to be aware of their duties, and obligation and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. The Company expects a reasonable and responsible attitude from ALL towards meeting their Health & Safety obligations at work.

**Responsibilities are:**

To make yourself familiar with all the rules, notices and procedures made known to you and ask your Supervisor if you are in doubt about any safety matter.

To use the correct tools and equipment for the job and keep such tools and equipment in good condition, reporting any defects to your Supervisor.

To use the correct safety equipment and protective equipment as required.

To develop a personal concern for your own and others safety and suggest ways of elimination of hazards.

Do not take unnecessary risks, report all unsafe acts, dangerous incidents and all accidents to the Supervisor.

The wearing of suitable personal protective equipment at all times is mandatory in terms of this policy.

To read and understand the Health & Safety Policy and carry out work in accordance with its requirements and all relevant legislation.

Employees are reminded that it is an offence to intentionally or recklessly misuse or interfere with anything the Company uses or provides to comply with Safety legislation, or to refuse to comply with its safety rules and policies.

**ARRANGEMENTS AND PROCEDURES**

All employees and subcontractors are provided with access to this Safety Policy which details responsibilities and safety information to be referred to in the execution of contracts. Where special circumstances warrant, site management will produce a Safety Plan to include method statements and safe systems of work etc. specific to individual contracts.

Each Project Supervisor will be issued with a site Safety Compendium for the duration of the contract. Upon completion this Safety Compendium will be returned to the Company's Safety Department.

The content of the Safety Compendium is as follows:

- Insurance Certificate
- B1510 Accident Book (Rev)
- F2508 Reportable Accident & Dangerous Occurrence Form
- First Aid Kit
- Tower Assembly Instructions
- Inspections Register
- Record of Inspection
- Plant & Equipment Test Certificates
- PPE Record Sheets
- Safety Policy
- COSHH Information and Assessments
- Safety Induction and Tool Box Talks Attendance Record Sheets
- HSE Poster
- And/or other information as required

The Project Manager/Supervisor is required to ensure that all employees subcontractors and persons under his control comply with the appropriate regulations, as a minimum standard and the Company's Safety Policy.

BDL management will undertake to evaluate and assess potential risks and in accordance with current legislation and formally record the findings.

These findings are to be made known to all those persons who may be affected. Where required, further health and safety assessments may also be carried out, using internal or external sources and the relevant information made available.

Details of all injury/accidents, however slight, must be entered in the Site Accident Book and reported to the Safety Department.

Accidents causing a person to be absent from work for over three days or suffering a major injury, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are to be reported to the Health & Safety Executive office using form F2508 and reported immediately to the Safety Department.

This form F2508 is also to be used to report any Dangerous Occurrences designated under the RIDDOR Regulations to the Health & Safety Executive Office.

When this form F2508 is used, copies are to be forwarded to Head Office and a copy retained in site.

Adequate and suitable stock of First Aid and Fire Fighting equipment must be maintained and their location clearly indicated. A responsible member of staff must also be aware of and instructed in the proper procedure for dealing with any emergency.

The provisions of the regulations with regard to first aid, toilets, washing facilities, mess rooms and drinking water if supplied by BDL must be complied with and if supplied by the principal contractor facilities kept clean and in good condition.

Construction management must ensure that a method statement and appropriate assessment of risk, to evaluate hazards, has been undertaken and brought to the attention of all relevant employees.

BDL Management must implement any procedures as are necessary to provide a safe place of work. This will also include the provision of adequate and competent supervision, instruction and training for the operatives to carry out this work.

Employees working in an environment thought to require it will also be issued with Personal Medical Advise Cards.

Staff Safety training will be identified by Senior Management and carried out either in-house or externally.

These identified training needs will be forwarded to Head Office Safety Department to arrange the necessary training requirements. In addition, specific training objectives will be incorporated for individual staff members if dictated by specific project requirements.

All scaffold, and lifting appliances will be regularly checked, inspected and examined, as required by the regulations, by a competent person, and the results of inspections and examinations will be recorded as required in the appropriate register.

Copies of the Company's Safety Policy must be available at all locations under the control of the Project Supervisor.

It is the aim of BDL to reduce accidents at work and to create a safe and healthier working environment.

To achieve this aim, site management will:

1. Carry out Safety Induction Talks where possible or at the first opportunity, to all persons prior to them starting work on their site.
2. Ensure Risk Assessments are carried out before operations commence.
3. Carry out at regular intervals Tool Box sessions to enhance safety awareness on site.
4. Carry out at regular intervals site safety audits and act upon the findings

**OFFICE ARRANGEMENTS AND PROCEDURES**

The Company has appointed an adequately trained Office Administrator who will undertake and where necessary delegate the following requirements to:

1. Ensure fire precautions be provided and maintained in accordance with the requirements of the fire risk assessment. .
2. Ensure a procedure is drawn up or exists that it is to be followed in the event of a fire or other emergencies and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at regular intervals, date of drill and comments to be recorded.
3. Ensure provisions of suitable and sufficient fire fighting equipment, extinguishers etc which are to be serviced and maintained at regular intervals.
4. Ensure all office machinery and equipment is site maintained and serviced as required.
5. Ensure all staff required to use office machinery and equipment receive adequate training and instruction in their use.
6. Ensure all accesses, stairways, fire exits etc will be kept clear of all materials and are well lit.
7. Risk assessments will be undertaken, at work stations where VDU are in operation and of work practices, to comply with current legislation.
8. Eye and eye sight test will be provided/arranged by the Company, for regular users of VDU on request. Where applicable, special corrective appliances (normally spectacles) will be provided, where prescribed, to correct vision defects at the viewing distances used specifically for the display screen work concerned.
9. Power circuits and all electrical equipment will be tested and results of such tests recorded in accordance with the Electricity at Work Regulations 1989. Trailing cables are to be avoided wherever possible.
10. Fire alarm/bells, where applicable, will be tested weekly and results recorded.

**GROUP PROJECT/ CONTRACTS MANAGERS**

1. **General Requirements:** The BDL Group Plc Managers are responsible for the effectiveness of incorporating The BDL Group Plc Health and Safety Policy and Procedures throughout the Group's operations to ensure correct safe development. They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected. They are to co-operate and liaise with the Group's Safety Officers/Consultants, Planning Supervisors and The Health and Safety Executive etc., with regards to safety measures. They are required to have joint Health and Safety consultation with employees and to report regularly or as often as necessary to the Group Managing Director in charge of health and safety on the Group of Companies Safety Performance and compliance.
2. **Protecting the General Public:** Ensure the general public are not put at any unsafe risk from the Group of Companies operations and that security arrangements are kept in order at all times.
3. **Fire:** To ensure that fire precautions and emergency evacuation procedures for the Group's premises and places of work are maintained in order and complied with.
4. **Health and Safety (First Aid) Regulations 1981:** They are to ensure that First Aid and Welfare arrangements for the Group's premises/places of work are maintained in order.
5. **Safety Inspections/Audits:** Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled safe manner with due regard for statutory obligations and approved Codes of Practice
6. **Statutory Records:** To ensure that statutory records and reports procedures are carried out, i.e., Registers for Lifting Appliances and Lifting Gear. Thorough Examinations and maintenance records for plant and equipment, (Loler) Lifting Operations and Lifting Equipment Regulations 1998.
7. **The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (R.I.D.D.O.R.):** These Regulations came into force on 1<sup>st</sup> April 1996. A new form for reporting to the HSE has been designed and must be used from the 1<sup>st</sup> April 1996. Ensure details of accidents that may occur are entered in the respective Group of Companies Accident Books/Safety File regardless of whether or not such accidents involve sub-contractors, employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the Head Office. They are to ensure that all accidents, dangerous occurrences, are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. **For guidance on action to be taken in the event of an accident, contact the Safety Department immediately.**
8. **Displaying Statutory Information:** They are to ensure that notices provided by the Group of Companies are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e., Health and Safety Law Notices and safety signs for work areas, The Group of Companies Safety Policy, Appropriate Insurance Cover Notes and the form FIO (rev 03.95) on sites, etc.
9. **Discipline:** Reprimand and discipline any employees who are careless in regard to their own or others safety. Subcontractors will be removed from site for such breaches.
10. **Personal Protective Equipment at Work Regulations 2002:** They are to provide appropriate protective clothing and safety equipment to employees and to ensure that employees and all those mentioned in the Scope section of the policy use protective clothing and equipment as and when required. PPE should always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work should always be considered first.
11. **Visitors, including suppliers, delivery drivers, representatives, etc:** Ensure Visitors are made aware and comply with safety requirements.
12. **Competency of Personnel:** They are responsible for ensuring that Group personnel, including Sub-contractors and Self-employed BDL persons under their control, are adequately competent to carry out the work required of them.
13. **Safety Induction:** They are responsible for ensuring that all Group personnel, which includes Sub-contractors and Self-employed persons, receive Safety Induction where appropriate before starting work.

14. **Assessments:** They are responsible for ensuring that all appropriate Assessments are carried out for the operations under their control. i.e. Risk Assessments, COSHH Assessments, Manual Handling reduced to a practical minimum. These Assessments shall be the basis of a Safe Method of Work Statement. **For guidance and assistance contact the Health & Safety Department.**
15. **Safe Method of Work Statements, Safety Data Sheets, Engineering Designs & Drawings etc:** To instruct employees in precise terms as to work methods, this should outline the hazards associated with the job and detail any safety provisions required.
16. **Welfare Facilities:** Ensure canteen, toilet/washing and drying facilities etc are adequate and kept clean.
17. Be trained to a minimum of SMST or equal standard.

## SUPERVISORS

1. **General Requirements:** They are to organise works under their control so that it is carried out to the required standard with minimum risk to the workforce, equipment and materials. To be familiar with the Acts, Regulations, Approved Codes of Practice and local arrangements applicable to the work on which their operatives are engaged and insist those Regulations and Codes of Practices are observed..
2. **Co-operation and Liaison:** They are to co-operate and liaise with the Group of Companies Safety Officers/Consultants, Planning Supervisors and The Health and Safety Executive etc., with regards to safety measures ensuring that any defects or faults brought to their notice are suitably corrected. To commend operatives who, by their action or initiative, eliminate hazards. Incorporate safety instructions in routine orders and see that those instructions are carried out. Ensure adequate welfare arrangements are in order for the following, First Aid, toilets/washing and canteen facilities, etc. To set a good personal example when visiting site by wearing appropriate personal protective equipment and abiding by the site safety rules.
3. **Safety Induction/Safety Awareness Training:** To ensure that all Site operatives under their control have received Safety Induction and Safety Awareness Training. That these persons receive all required refresher training at the appropriate intervals.
4. **Site Safety Induction:** To ensure that all Site Operatives under their control receive and sign to evidence a Site Safety Induction before they start work on site and Safety Tool Box Talks as work progresses.
5. **A Safe Method of Work Statement:** To instruct Operatives under their control in precise terms as to work methods in accordance with Safe Method of Work Statements, COSHH and Risk Assessment etc. for the site, detailing the hazards and the safety provisions.
6. **Competency of Site Personnel:** To ensure that personnel under their control are adequately competent to carry out the work required of them.
7. **Discipline:** Restrain persons from taking unsafe risks, discourage horseplay and reprimand those who fail to consider their own well being and that of others around them.
8. **Personal Protective Equipment Regulations 2002:** To ensure that all site operatives under their supervision wear all appropriate safety clothing and equipment where and when required.
9. **Plant and Equipment Safety:** To ensure that all plant and equipment used or worked on by employees is safe and fully efficient, is guarded and equipped with safety devices and tested in accordance with all the current Regulations. To make certain that all plant operators and banksmen are only employed on equipment for which they have been thoroughly trained, i.e., the applicable Construction Industry Training Board Courses. To check that periodic thorough examinations, tests, inspections and maintenance have been carried out for plant/equipment supplied to operatives. To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired.
10. **Reporting Defects:** To report any defects in plant/equipment or any other health risk to their Superior where required.
11. **The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (RIDDOR):** All accidents and dangerous occurrences must be reported to Management immediately so that advice regarding the procedures can be given. Ensure details of accidents that may occur are entered *in* the respective Group of Companies Accident Books/Safety File regardless of whether or not such accidents involve sub-contractors, employees, visitors or members of the general public.
12. **Alcohol and Drugs Policy:** Anyone found under the influence of or in possession of alcohol or an illegal drug must be removed from Group premises and/or areas under the Group of Companies control and would be subjected to disciplinary measures. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures. Special consideration must be given to Client conditions and requirements regarding this subject when working on their premises/Contracts.
13. **SMSTS:** Be trained to a minimum of a 5-day SMSTS or equal standard.

**EMPLOYEES/LABOUR ONLY/SUB-CONTRACTORS**

1. **Health and Safety at Work etc. Act 1974:** It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate with them so far as it is necessary to enable that duty or requirement to be performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
2. **Group of Companies Health & Safety Policy:** Read and ensure you understand the Group of Companies Health and Safety Policy and carry out work in accordance with the Policy and Legal requirements.
3. **Safety Induction:** Ensure that you have received Safety Induction before you start work for the Group of Companies. This should be given to you by your immediate superior which will include details of the Group's Safety Policy and details regarding the Health and Safety requirements of your job.
4. **Safe Method of Work Statement:** Ensure you understand the Safe Method of Work for the tasks you undertake and that you carry out the work in the correct designated area. Whenever you are not sure of particular safety requirements, ask your Superior for clarification.
5. **Control of Substances Hazardous to Health:** Before using substances that could be hazardous to your health ensure you understand the requirements of the COSHH Assessments that should be given to you by your Superior before you start.
6. **Plant/Equipment and Tools:** You should only operate Plant/Equipment for which you have been thoroughly trained on. Use the correct tools and equipment for the job. Ensure that they are supplied to you accompanied with the operators instruction and check that they are safe and fully efficient, that they are guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in plant/equipment and tools should be reported immediately to your Superior. Do not use unsafe defective plant/equipment until it has been put back in good safe condition. Do not attempt to repair or maintain plant and equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electric's. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, i.e., adequate space and lighting etc.
7. **Reporting hazards:** Report hazards to your Superior immediately and warn other persons that could be at risk.
8. **Injuries:** Any injury to yourself must be reported to your Superior immediately.
9. **Personal Protective Equipment Regulations 2002:** Employees are to wear all appropriate safety clothing/equipment as and when required by the safe working method statement.
10. **Work in a safe manner at all times:** Do not take risks which could endanger yourself or others. Do not play potentially dangerous practical jokes, engage in risky horseplay or otherwise indulge in reckless or careless behaviour.
11. **Alcohol, Drugs, Smoking:** Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Group premises and/or areas of work under the Group of Companies control and would be subjected to appropriate disciplinary measures which could include dismissal for serious offences. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and will be subjected to disciplinary measures which could include dismissal. Check Client conditions and requirements regarding this subject when working on their premises/Contracts.

## SUB-CONTRACTORS

1. **General Requirements:** To carry out their works efficiently and safely and strictly *in* accordance with the requirements of The Health and Safety at Work Etc., Act 1974 and all other statutory requirements, Approved Codes of Practices. To produce safety procedures for their operations incorporating their own Group of Companies Safety Policy (where 5 or more people employed). Subcontractors employing less than 5 people will agree to abide by the BDL Safety Policy and standards.
2. **Carry out a Risk Assessment:** For the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.
3. **Safe Method of Work Statements:** Are required to be produced and submitted to The BDL Group Plc contract management team detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Risk Assessment.
4. **COSHH:** Provide full COSHH Assessment information on any hazards associated with substances they use before starting work for the Group of Companies.
5. **To Appoint a Supervisor:** Who will ensure that works are carried out in accordance with the works safety procedures and to observe all The BDL Group plc rules and regulations and encourage good safety practice when undertaking their works.
6. **First Aid and Welfare Facilities:** To set-up and maintain an efficient and adequate system of first aid and welfare facilities for their employees unless shared welfare facilities are provided by others.
7. **Working Relationship:** To maintain good, safe working relationships with The BDL Group plc Employees, Clients/Planning Supervisors and fellow Sub-Contractors. To ensure that their actions do not result in hazard conditions for other persons who may be working in the same area.
8. **Co-operation:** To co-operate with The BDL Group plc Management, Safety Officer and the Client's personnel in the furtherance of their duties. To maintain 'good working relationship with safety representatives and safety committees established in accordance with current legislation.
9. **Competency of Personnel:** To ensure that work is carried out by suitable and competent operatives and to ensure that they are properly supervised and trained.
10. **Site Safety Induction:** The BDL Group plc require all employees of Sub-Contractors to receive Safety Induction before they start work.
11. **Discipline:** To reprimand and discipline any of their employees who are careless in regard to their own or others safety. **(Note: The BDL Group plc will not hesitate to instruct the removal from works of offenders).**
12. **Personal Protective Equipment and Clothing:** To provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required.
13. **Statutory Registers and Forms:** To complete all statutory registers and forms.
14. **Reporting Hazards and Accidents:** To report all hazards to The BDL Group Plc Management and to report all accidents encountered by their employees in conjunction with The BDL Group Plc Management and in accordance with the requirements of the RIDDOR Regulations 1995 to the Health and Safety Executive where required.

**HEALTH & SAFETY CO-ORDINATOR**

1. **The BDL Group Plc Health & Safety Department** will be suitably professionally qualified to advise Management on matters relating to safety and health, i.e., relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
2. **Health and Safety Inspections:** To monitor by inspection of the workplaces and operations, workshops and accommodation, the safety and health performance of employees and to provide regular feedback on such inspections and other monitoring activities to the Senior Management.
3. **Statistical Analysis:** To prepare statistical analysis in accidents and causation classification, with recommendations on preventative measures.
4. **Investigate and Report Accidents:** To investigate and report on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents and incidents and to attend and report on legal proceedings in which The BDL Group Plc or Sub-Contractors may be involved.
5. **Promoting Safety:** To promote good working relations with the Health and Safety Executive and other enforcing Authorities and to strive at all times to achieve with the co-operation of Management, compliance with current Legislation.
6. **Carry out** full in depth site audits of the Groups activities.
7. **Adequately close out** previous audit findings.
8. **Identify, arrange or carry out** such training as is required for all levels of management in all office or site locations.

**ALL EMPLOYEES**

1. **Observing Safety Rules:** All persons must observe the Group of Companies safety rules and the instructions given by persons enforcing the Group's Health and Safety Policy.
2. **Starting Works on Group of Companies Premises:** Work on Group of Companies premises must not be started until all relevant safety rules are read, understood and accepted. Before starting work on Group premises show proof of full insurance cover for all risks.
3. **Liaise with a Group of Companies representative:** Liaise with a Group of Companies Representative before starting work on any of the Group's premises.
4. **Notification of Hazards:** Notify the Group of Companies of any processes or materials which will be used that may present a hazard to the health and safety of Group employees etc.
5. **Safe Means of Access:** Notify the Group of Companies of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Group's premises.
6. **Do not interfere with or misuse** anything provided in the interest of health, safety and welfare.
7. **Alcohol, Drugs, Smoking:** Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Group premises and/or areas of work under the Group's control and the matter would be reported to the Group of Companies Client's Representatives. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and the matter would be reported to the Group's Client's Representatives.

**FOREIGN OPERATIVES**

Due to the number of non-English first language speaking operatives at present employed in the construction industry there are a number of issues that must be addressed.

1. The operative must have all site rules, risk assessments, method statements and all safety related issues explained to him by the Supervisor who must ensure he/she understands them
2. Adequate supervision must be provided
3. Consider translation of safety related documents into operative's first language
4. Risk Assessment to be carried out on individuals and all foreign operatives must show an adequate understanding of work and safety instructions and/or warnings before commencing work on BDL projects. Operatives that clearly have no understanding of instructions or warnings should not be allowed to commence work with BDL.

## **ABRASIVE WHEELS**

1. **All grinding machines**, whether permanently installed or of the portable type, must comply with The Provision and Use of Work Equipment Regulations 1998. Some important requirements include:
2. **The use of abrasive wheels must be the subject of risk assessment**, to ensure that any risk to safety or health is reduced to an acceptable level.
3. **Abrasive wheels must only be used** for tasks and under conditions for which they are suitable.
4. **Abrasive wheels are at risk of bursting** if they are operated outside the specified maximum rotation speed. In order to avoid bursting the correct wheel must be used with regard to its type, size and speed.
5. **Every abrasive wheel** which is large enough must be clearly marked with its maximum rotation speed. If the wheel is too small to be marked in this way, there should be a notice fixed in the workroom, giving the individual or class maximum permissible rotation speed. The machine must also be clearly marked with the (RPM) of the power-driven spindle. Lower speed rated wheels must not be mounted on a faster speed rated spindle and the spindle should be governed so that it cannot overspeed.
6. **Workers who use abrasive wheels** must be provided with adequate information, instructions and training in their correct handling and mounting (including pre-mounting and storage procedures). The person must be appointed in writing and be certificated as proof of training. A copy of the certificate must be given to the trainee and one kept available for inspection in the workplace. If the person is or will be regularly employed by the Group of Companies, a copy of the certificate should be sent to the Head Office 'Safety Training File'.
7. **Even if all the above precautions to prevent bursting are taken**, abrasive wheels must also be provided with guarding capable of containing any flying fragments of the wheel should bursting occur, to avoid them inflicting injury on any person. The guards have the additional role of preventing injury from coming into contact with any dangerous parts of the equipment.
8. **Personal Protective Equipment Regulations 2002:** Persons operating an Abrasive Wheel machine must wear the recommended form of protection, as determined by the risk assessment and depending upon the circumstances, box goggles or faceshield to (BS EN 166,167 & 168) Grade I impact.
9. **When operating an Abrasive Wheel machine**, ensure that other persons are not put at any risk. Operate abrasive wheel machines away from other persons where possible, or adequately shield off possible danger areas. Do not use them in accessways, near doorways or in a 'No Naked Flame' area. Take dust control measures if required.
10. **Beside the wearing of goggles/faceshields**, operators of Abrasive Wheel machines should wear safety footwear, gloves, overalls and dust masks. If noise levels exceed the permissible levels set in the Noise At Work Regulations 2005, ear protection will be required.

**WORKSAFE POLICY**

All employees have a duty under the Management of Health and Safety at Work Regulations to report unsafe working conditions or equipment to their Manager.

Any employee who considers that his/her health and/or safety are being unnecessarily or unreasonably threatened by unsafe work practice, location or environment has the right to stop work and request changes to eliminate or reduce the perceived risk.

As the organisation responsible for the supervision and direction of the work we have an obligation to investigate the complaint and if justified to suspend the work and take such measures as are necessary to reduce the risk to an acceptable level. If it is considered that the complaint is not justified we will explain or demonstrate that the level or risk is acceptable and that the work can continue.

**IF YOU CAN'T DO IT SAFELY, DON'T DO IT**

Breach of safety regulations and unfair dismissal indicates where employees refuse to work as a consequence of a breach in safety regulations and are dismissed, the dismissals will be held unfair if the Employer has not taken adequate steps to remedy the danger.

**ALCOHOL & DRUGS POLICY**

1. **Anyone found under the influence of or in possession of alcohol or an illegal drug** will be removed from Group premises and/or areas under the Group's control and will be subject to disciplinary measures. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and be subject to disciplinary procedures. Special consideration must be given to Client conditions and requirements regarding this subject when working on their premises/Contracts.
2. **Random drug and alcohol screening may be carried out on employees engaged in any work for the BDL Group.** If tests prove positive for alcohol or drugs, this would be classified as a breach of the Group's Health & Safety Policy and would therefore result in disciplinary procedures which could include dismissal. The BDL Group has a **Zero Tolerance** standard for a positive test.
3. **Any Employee found under the influence, or in possession of illegal drugs whilst at work,** will be removed from site or BDL premises immediately and the matter reported to the Police. This type of offence will be classified as a major breach of the Companies Health and Safety Policy which would result in the employee being dismissed for gross misconduct.
4. **ALCOHOL AND DRUGS REFERENCES**  
All employees required to work on the Group's premises/Contracts are required to be formally briefed on the Drugs and Alcohol Policy by BDL Management. Each employee receiving the standard Group's pack of documentation, which is inclusive of the Drugs and Alcohol Policy, are to receive a briefing covering this subject as a part of their Induction for the Contract works prior to starting work. Records required to be kept on Alcohol and Drugs Policy briefing i.e. Induction Register
5. **Positive Screening Results**  
For the purpose of the standards, means that screening for drugs:  
The presence of drugs, other than medication which does not affect the work performance, and has been notified to the employee's line manager.  
For the purpose of the standard, means that screening for alcohol showing:  
Any amount of alcohol present in the blood.
6. **Refusal to Submit to a Test**  
In the event that an employee refuses to an alcohol or drugs test when requested to do so, this will be treated as a positive test result, which could in turn lead to dismissal by reason of gross misconduct.
7. **Subcontractors**  
Subcontractors have acknowledged BDL's Drugs and Alcohol Policy by signing the Site Safety Guide (green book) also frequent tool box talks are delivered along with other alerts on site to subcontractors.

## **WORKING AT HEIGHT REGULATIONS 2005**

All working platforms used during the Group's activities must be;

1. Stable and of sufficient strength and rigidity for the purpose for which they are to be used.
2. Used only off a stable and sufficiently strong surface.
3. Be of sufficient dimensions to permit safe use of any plant or material being used thereon.
4. Be maintained in a safe working condition at all times.
5. In the event that a Risk Assessment has identified that an injury could be sustained if a fall from the platform should occur then the platform should be fitted with guard rails and toe boards in line with current regulations.
6. All working at height operations must be;
  - a) Properly planned
  - b) Appropriately supervised
  - c) Executed in a safe manner
7. Wherever possible, working at height should be avoided and alternative methods of completing the task sought.

All working at height activities should be discussed with the Safety Department prior to commencement.

## **ROLLING OVER OF MOBILE WORK EQUIPMENT**

1. **Where there is a risk** to an employee riding on mobile work equipment from its rolling over, this risk must be minimized by:
  - a) Stabilising the work equipment.
  - b) Ensuring that the work equipment only falls on its side (90° roll-over) and does not overturn further.
  - c) Providing a roll-over protection structure (ROPS) if the work equipment can roll-over by 180° or more.
  - d) Providing a device which gives equal protection as the above measures from the over-turning of the mobile work equipment.
2. **A suitable restraining system (seat belt)** must be used where there is a significant risk of a driver or passenger being injured due to the over-turning of mobile work equipment, whether by 90° or greater, to prevent someone from being crushed between the work equipment or its ROPS and the ground.
3. **A restraining system may also be required** in the case of the ROPS taking the form of a fully-enclosed cab to prevent an employee being injured by striking against contact with part of the work equipment or the ROPS during roll-over.

## **MOBILE ELEVATING WORK PLATFORMS**

1. When using a mobile elevating work platform (MEWP) on site the person controlling the machine must be competent and trained to operate the type of vehicle being used.
2. All persons working from the cage of an elevated platform must wear an appropriate harness clipped at all times to the anchor point inside the cage.
3. Elevated work platforms must not be used to move materials other than that that is required to carry out the task in hand.
4. Operatives must work only from the floor of the platform cage and not gain extra height from steps or other methods placed on the platform floor.
5. Operatives must operate the MEWP within the manufacturer's guidelines for wind speed load capacities etc.
6. Regular inspections must be carried out and recorded of the machine emergency systems by a competent person.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2004**

1. **The Group has a duty of care to their employees and others** when their operations involve the use of substances that could be hazardous to health. Management have a responsibility to carry out a COSHH, Assessment for substances that could be hazardous to health and to have in place a management system for checking that the control measures required are in order. The Control of Substances Hazardous to Health Regulations 2004 define in general and specific terms how the Group of Companies is expected to safely manage the use of potentially harmful substances. The Regulations are structured to describe a management strategy.
  - a) Where possible avoid use of hazardous substances.
  - b) Assess the hazards and risks to health.
  - c) Implement a control programme.
  - d) Ensure that controls are being used properly and maintained.
  - e) Where necessary, monitor the control measures.
  - f) Where necessary, measure workers exposure.
  - g) Where necessary, carry out medical surveillance.
  - h) Inform, instruct and train persons likely to be affected about the risks and precautions.
  - i) The keeping of records.
2. **All suppliers and sub-contractors must provide full COSHH Information** on any hazards associated with substances supplied to the Group of Companies. This information must be passed to the relevant supervision for assessment before potentially hazardous equipment and materials are used. The Safety Department is responsible for vetting materials and substances to be used.
3. **The Head Office library of safety information and the COSHH files** are to be kept in order (up-to-date) by the Safety Department.
4. **A stock of or individually issued protective clothing and safety equipment** are to be provided when and where required.
5. **Materials and equipment delivered** to the Group of Companies premises or work areas are/is to be stacked and stored in a position/manner which does not create a hazard.

## **THE HEALTH ACT 2006**

The Group Head Office has been a smoke-free office for a number of years. The introduction of the Health Act 2006 means that any place of work or vehicle used for work purposes by more than one person must be smoke-free and approved notices to that effect must be displayed in all workplaces and vehicles.

The Company and or individuals could be liable in the event of contravention of this act.

## **FORK LIFT AND TELESCOPIC HANDLERS**

1. BDL or hired in fork lift trucks must be operated by holders of CITB/CTA or similar approved certificates for the plant being used.
2. Fork lifts must be used only within the manufacturers guidelines and within the safe working load as indicated on the machines.
3. Regular inspections must be carried out and recorded by a competent person and thorough inspection carried out as dictated by the lifting operations and lifting equipment regulations.

## **CDM REGULATIONS**

The Group recognises its duties under the amalgamated “Construction, Health, Safety and Welfare Regulations” and the “Construction Design and Management Regulations” into the “Construction (Design and Management) Regulations 2007”.

These duties include;

- a) Cooperating with the principle contractor on all safety issues.
- b) Use of a competent workforce.
- c) Compliance with current safety legislation and or site rules.
- d) Supply and use of adequate PPE where called for by legislation, site rules or particular site conditions.
- e) Adequately train all operatives where required.
- f) Ensure applicable Risk Assessments and Method Statements are communicated to and understood by the relevant workforce.

## **FIRE PRECAUTIONS FOR BDL PLC PREMISES/CONSTRUCTION SITES**

1. **The objective of fire precautions is the protection of life, avoidance of damage to property, plant and processes from fire. Fires should only be tackled providing there is no risk of danger to yourself.**
2. **Common causes of fire are:**
  - a) Malicious ignition (including by children).
  - b) Carelessness in smoking or with lighted matches.
  - c) Faulty or misused heating equipment.
  - d) Incorrect storage and careless use of flammable liquids.
  - e) Electrical faults.
  - f) Uncontrolled rubbish burning.
  - g) Careless use of cutting/welding equipment.
3. **Fire action plan for Site Operatives:** It is essential at the design/planning stage of works to be carried out, that fire precautions are realistically assessed and adequate account taken of operations including those to be undertaken by sub-contractors, etc. The Construction (Design and Management) Regulations 2007 30, 38, 39, 40, 41 require the following:
4. **Prevent risk from fire, explosion, flooding and asphyxiation:** Provide emergency routes and exits; Make arrangements for dealing with emergencies, including procedures for evacuating the site; Where necessary, provide fire-fighting equipment, fire detectors and alarm systems.

**FIRST AID**

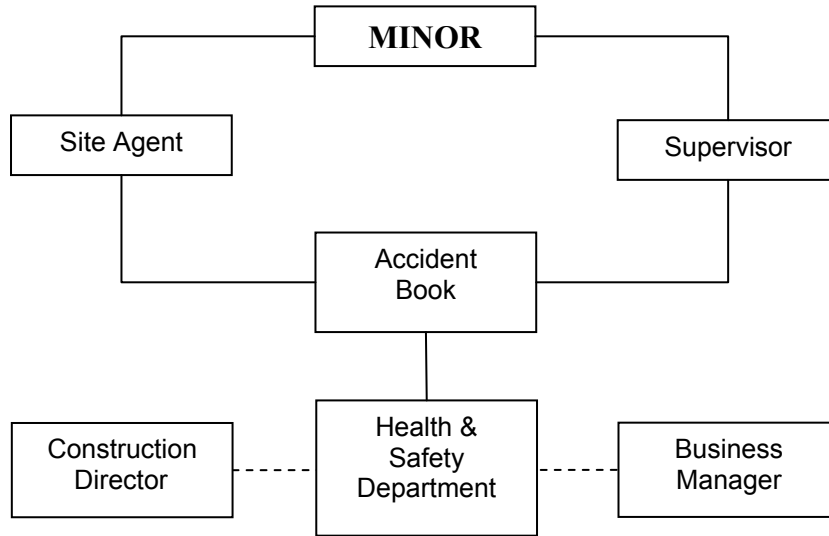
1. **On 1<sup>st</sup> July, 1982, the Health and Safety (First Aid) Regulations 1981 came into operation**, followed by the 1997 Approved Code of Practice and Guidance Notes. Employers must ensure adequate first aid provisions are made for their employees. The Approved Codes of Practices explain 'adequate and appropriate' provisions. Detailed information regarding the first aid requirements can be found in the Group of Companies library of safety information.
2. **General Group Requirements for First Aid:** Management should ensure the Group's legal requirements for first aid are fully complied with. Provisions for first aid vary depending upon the nature of the works and the number of personnel employed. First Aid should be able to be catered for without difficulty at the Head Office workshops and yard. Where personnel are working on site, Management should negotiate arrangements with Principal Contractors whenever possible. Where the Group of Companies has lone workers, special consideration should be given to the Accident Section of this Policy section.
3. **First Aiders:** First Aiders must be properly trained by an HSE recognised training body, i.e., St. Johns Ambulance Association, St. Andrews Ambulance Association or The British Red Cross Society etc. Normally, personnel that would be considered for first aid training are Managers and Supervisors etc.
4. **Appointed Persons:** For construction sites, where there are less than five employees, there is no statutory duty to have a First Aider, but the Employer must ensure that an 'appointed person' is present to take charge of the situation if a serious injury or major illness occurs. An appointed person is someone who has attended a one-day HSE Approved First Aid Course. **However, it is always advisable to have a trained First Aider available.**
5. **First Aid Kits and Boxes:** All premises/works, should have an appropriate amount of complete first aid kits. First aid kits/boxes must be easily accessible for the first Aiders/appointed persons. Boxes/kits should be checked frequently to ensure they are fully stocked and that all items are in a useable condition. First aid boxes/kits locations must be clearly identified with a first aid sign. Only specified first aid contents are allowed in first aid kits/boxes as detailed in the HSE Guidance Notes.
6. **First Aid Record:** All first aid cases which are treated is required to be recorded in the accident book. (Form B1 510).
7. **First Aid for Site Works:** The status of the Group of Companies on site would determine whether the Group's Site Management would be in control of the first aid provisions or would have to comply with the requirements of the controlling body for the site. On most sites, it is best that the Managing Contractor/Main Contractor/Client etc., provides all the necessary first aid provisions and that they offer those provisions under Shared Welfare arrangements.

**MINOR INCIDENT/INJURY/NEAR MISS PROCEDURES**

If a minor accident/incident occurs, the following procedure must be enforced:

The injured person is to immediately contact the Site Agent or their Supervisor, clearly giving all details of accident/injury.

The Site Agent/Supervisor then records all the details in the Accident Book and sends the torn copy to the Health & Safety Department, who will then decide whether to investigate further and liaise with the Business Manager who will decide whether to advise our Insurance Company or not. If the Health & Safety Department decide to investigate, they must advise the appropriate Construction Director.



**MAJOR (RIDDOR) INCIDENT/INJURY/NEAR MISS PROCEDURES**

If an incident occurs, the following procedure must be enforced:

Where possible the injured person is to immediately contact the Site Manager and their Supervisor and if possible be transferred to First Aid or the A&E Department within their local vicinity. If this is not possible, then a First Aider or emergency services should be called to the incident.

The Supervisor is then to contact the Health & Safety Department, Contracts Manager or Project Manager, clearly giving as much detail as possible regarding the incident.

Full details of the incident are to be recorded in the Accident Book and if possible, any photo evidence is to be posted to the Health & Safety Department. Statements are to be taken from any witnesses, recording their full contact details.

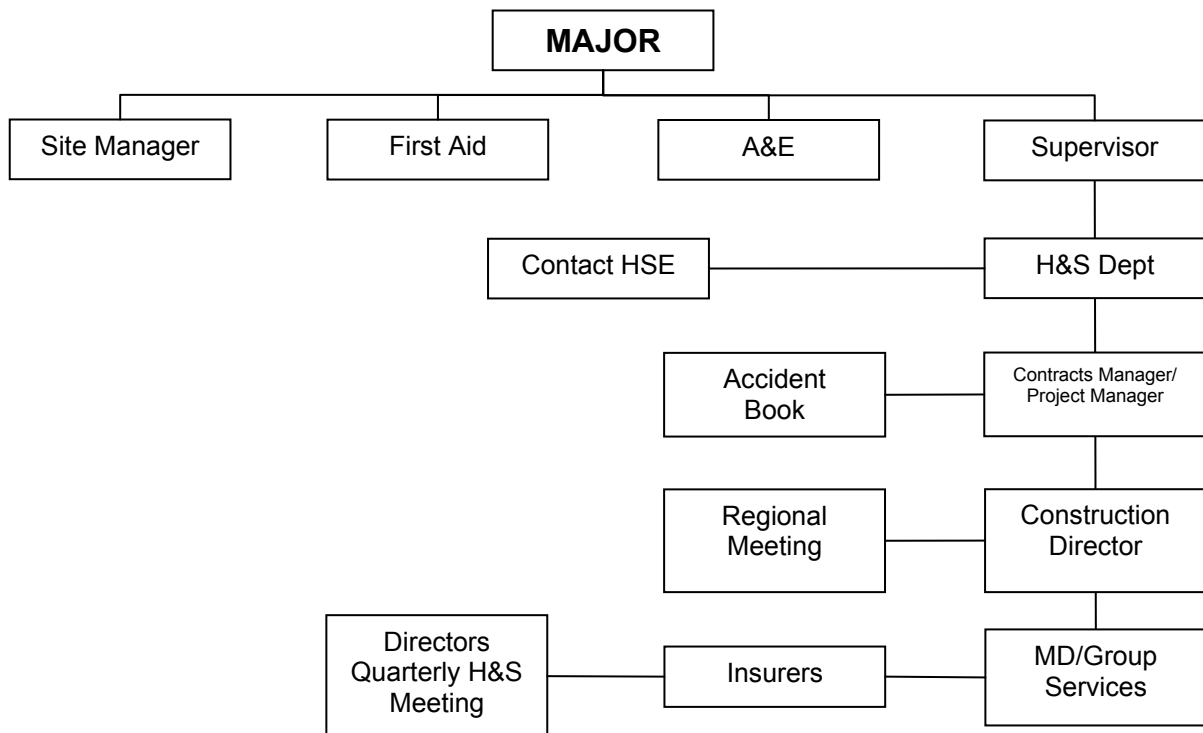
The Health & Safety Department are then to contact the HSE (Health & Safety Executive) by telephone, internet or document F2508.

The Contracts Manager/Project Manager/Health & Safety Department are then to contact the relevant Construction Directors, again clearly stating all details about the incident.

The Construction Directors are then to inform the relevant Managing Director (dependant on Commercial or Housing) and also the Group Business Manager who in turn will contact the company Insurers.

The Managing Directors will then make sure that all details regarding the accident/incident have been dealt with, working with the Health & Safety Department and discussions held at the Quarterly Meeting.

The Health & Safety Department will carry out a full investigation and send a report to the Managing Director and relevant Construction Director.



## **GENERAL PUBLIC SAFETY**

1. **The general public is defined for the purpose of this Safety Policy as any person who is not employed by the Group of Companies:**
  - a) Employees of neighbouring businesses;
  - b) Visitors to Group and neighbouring business premises;
  - c) Pedestrians and road users;
  - d) Any persons who could be affected by Group of Companies activities on site locations.
2. **General public areas must be kept free from any unsafe obstructions** and activities that could be a hazard. Where general public areas have to be guarded-off due to the nature of work, all necessary temporary safeguards must be provided and adequate control measures put in place. Areas of possible danger to the general public, must be safely guarded-off and appropriate warning notices displayed. Those that could be affected by the works must be notified in advance wherever possible so that where necessary, their normal safety arrangements can accommodate additional safety provisions necessary for the safe use of temporary works.
3. **When pavements could be affected by the works** all appropriate signs and guards must be displayed. Temporary walkways for pedestrians must be at a safe distance from the work.
4. **Trespassers safety must also be considered so they are protected from danger.** There is a particularly strong liability towards children who may be 'attracted' onto Group premises or site works after working hours. The precautions to exclude children depend on circumstances. If it is reasonably foreseeable that a child might gain access, the precautions which have been taken are not sufficient. Every reasonable precaution must be taken to keep trespassers out of Group premises and sites. Considerations must be given to safeguard trespassers should they gain entry, e.g., Guard dogs must be under control. Machinery, plant and equipment should be left immobilised (disconnected/locked off) and in a safe condition.
5. **Third Parties and Visitors:** The Group of Companies has a responsibility not to jeopardise any persons safety. This covers not only Group Employees, but also the Client's Employees, Subcontractor's Employees, Visitors and persons making deliveries, etc.
6. **Where third parties or visitors are allowed onto Group premises or site locations,** they should be made aware of safety standards and any special hazards. They should be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.
7. **Site working areas must be suitably guarded/cordoned-off** and appropriate safety signs displayed, particularly scaffold working platforms where the protection preventing persons from falling has been temporarily affected, at the base areas where hoists are being erected, areas where persons could be struck by hoist platforms and areas of potential fall of materials, etc.

## SITE WELFARE FACILITIES

1. **Site workers** should have adequate toilet and washing facilities, a place for warming-up and eating their food and somewhere for changing/storing clothing. The Group of Companies is responsible for providing or making available such welfare facilities as necessary for its site workers whether they are direct employees or sub-contractors. The welfare facilities should be sufficient for everybody who is working on the site and can be arranged separately or jointly with others under Shared Welfare arrangements. When working on Client's premises carrying out small works operations, often the Client will be in the position to provide suitable welfare facilities.
2. **The status of the Group of Companies on site** would determine whether the Group's Site Management would be in control of the site welfare facilities which would also include first aid provisions. On most sites, it is best that the Principle Contractor/Client etc., provides all the necessary welfare facilities and that they offer those provisions under Shared Welfare arrangements. Although the F2202 has been repealed by the advent of The Construction (Design and Management) Regulations 2007, the form is still useful in establishing the provision of welfare to others such as sub-contractors.

## LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

1. Lifting operations cover a wide scope of appliances and lifting gear which must comply with The Lifting Operations and Lifting Equipment Regulations 1998, The Provision and Use of Work Equipment Regulations 1998 and The Health and Safety at Work Etc., Act 1974. There are also British Standards, HSI3 Approved Codes of Practices and Guidance Notes that should be adhered to.
2. The Lifting Operations and Lifting Equipment Regulations 1998 cover many different aspects relating to the safety of lifting operations and equipment — below are some of the main issues:

<b>Reg 4</b>	Strength & Stability	<b>Reg 5</b>	Lifting Equipment for Lifting Persons	<b>Reg 6</b>	Positioning & Installation
<b>Reg 7</b>	Marking of Lifting Equipment	<b>Reg 8</b>	Organisation of Lifting Equipment	<b>Reg 9</b>	Thorough Examination & Inspection
<b>Reg 10</b>	Reports & Defects	<b>Reg 11</b>	Keeping of Information	<b>Reg 12</b>	Exemptions

3. **Lifting Appliances:** There are many different types of lifting appliances, for example, Tower Cranes, Telescopic Mobile Jib Cranes, Hoists, Forklifts, Excavators, Gin Wheels and Pulley Blocks, etc., all of which must be erected, maintained and operated by a competent person, i.e., someone who has been properly trained and is experienced. Whilst a Lifting appliance is being used, it must be regularly inspected by a competent person to ensure that it is being kept in good safe order. These inspection findings should be recorded. The Supervisors should check that all safety arrangements are complied with before lifting appliances are used on site. Appropriate Safety Data information should be supplied to the site along with the lifting appliances by the supplier.
4. **Weather conditions and environment:** It should be noted that slings may suffer a reduction in SWL in excesses of heat and cold. These would not normally be experienced in the natural environment in Britain, but may be found inside certain plants where construction work is being carried out. Consideration should also be given to the corrosive nature of any environment in which slinging is to take place.
5. **Storage of lifting equipment:** At the end of the lifting operations, lifting equipment must be placed under cover in a designated store. Slings should be hung up on a rack and other lifting gear placed off the floor to avoid becoming damaged.
6. **The BDL appointed person for lifting operations** will develop/approve all lifting plans.

**MATERIAL AND PASSENGER HOISTS (LOLER 1998)**

1. **Hoists must be operated by competent trained persons** who hold a Plant Operators Training Certificate.
2. **Material Hoists** should only be used for the carriage of materials/equipment/debris and should never be used to carry personnel. **Passenger Hoists** can be used for the carriage of persons and materials etc.
3. **All hoists should be erected by competent qualified personnel** and should be tested before use to ensure that it is in good order. A thorough examination certificate must be issued after the hoist has been erected and tested.
4. **From the date of erection of a hoist**, weekly inspections must be carried out by a competent person i.e., the hoist operator or the hoist erectors and their findings entered into the appropriate Register. These arrangements need to be clarified with the Client.
5. **Any defects found in the hoist should be reported to Management immediately.** Hoists in unsafe order must not be used and the power must be isolated. 'Out of Order — Do Not Use' signs must be displayed.
6. **The safe working load should always be displayed on the hoist** and the hoist gates as well as 'Keep gates closed' and 'No riding on hoists' (for material hoists).
7. **Passenger hoists should be fitted with devices preventing the platform from moving** if the safety gates are not properly closed. Over-run devices should be fitted to the tops of the hoist masts to prevent over-run of the hoist platforms.
8. **The ground floor area of all hoists must be guarded off** with at least 2 meter high guards so that it prevents persons from venturing into danger areas of the hoist platform.
9. **If materials are not fully enclosed by a hoist platform cage**, it will be necessary to completely enclose the hoistway with suitable steel or wire mesh throughout its height to prevent materials etc., falling and endangering persons who may be nearby.
10. **Gates must be fitted** at all levels where access is required.
11. **Hoist masts must be adequately tied (secured) in position.** Scaffold structures must also be adequately secured.
12. **Hoists should only be capable of being operated from one position** in which the operator has an unobstructed view of all landings.
13. **Hoist landing should be numbered and the hoist marked up** so that guidance is given to the operator to ensure the hoist cart is at the required level to suit landings. Ensure that landings are fully boarded. Protection preventing materials from falling from the landing must be fitted. Landings should be kept free from any unsafe obstructions. Adequate lighting should be provided for landings and ground floor areas.
14. **Hoist operators should not leave a hoist unattended when switched on.** The hoist must always be locked off when left unattended.

**MANUAL HANDLING REGULATIONS 2002 AS AMENDED**

1. **The duties imposed** by the Manual Handling Operations Regulations are as follows:
  - a) Avoid hazardous manual handling operations where reasonably practicable
  - b) Risk assess any hazardous operations that are unavoidable
  - c) Reduce the risk of injury as far as is reasonably practicable
  - d) Provide adequate and appropriate information, instruction, training & supervision.
  - e) Monitor and review
2. **Manual handling injuries** include:
  - a) Strains and sprains — muscles and joints can be injured by over-exertion.
  - b) Fractures — dropping a heavy load onto the feet can break bones.
  - c) Wounds — from handling objects with sharp edges and rough surfaces.
  - d) Hernias — the strain of lifting can cause painful ruptures in the abdominal wall.
  - e) Spinal injuries - damage to the vertebrae and the spinal discs can cause permanent disability
3. **It is the Group's policy** to prevent injury and ill-health to the workforce engaged in manual handling and it is important that management and employees take reasonably practicable precautions to prevent manual handling injuries from occurring.
4. **Management are to check** before they instruct persons to carry out manual handling whether those persons suffer from any pre-existing back problems or there are any other factors which could make them significantly more prone to sustaining a manual handling injury. They are to assess the loads required to be lifted and where reasonably practicable, provide mechanical aids and/or take other steps to eliminate or adequately reduce the risk of manual handling injury.
5. **The following personal factors** of a manual handler may contribute to the risk of a manual handling injury:
  - a) size.
  - b) weight.
  - c) age.
  - d) physique.
  - e) state of health.
  - f) training in manual handling.
  - g) Gender.
6. **Manual Handling Injuries:** Employees are to notify their Managers immediately should they suffer acute injury or develop health problems related to manual handling operations, or if they feel that the loads required to be lifted manually are too heavy for them to lift safely.

## **SCREEDING OPERATIONS**

All operatives should be advised of handling cement based mixtures:

- a) Contact can cause burns and dermatitis
- b) Eye contact will cause irritation and inflammation
- c) Inhalation of dust can cause long term breathing and chronic chest complaints
- d) Advise operatives regarding use of masks, gloves and waterproof boots

### • **Manual Handling**

- a) If site mixing, operatives should be advised on Kinetic lifting techniques and safe planning of materials and plant.
- b) If pumping, operatives should be advised about movement of screed pumps and hoses.

### • **Screed Pumps**

- a) If screed pumping operations are taking place the method statement should be gone through with both screeders and labourers and a method statement compliance sheet signed by all parties.
- b) Screed pumps combine both mixing and or pumping within one machine. Aggregate (sand/gravel), binder and water are intensively mixed by the enclosed mixing blades and then pumped by compressed air along delivery lines to the discharge point.
- c) Screed pumps are usually trailer mounted for easy towing and driven by an inboard diesel motor. Hired or BDL pumps must be inspected on arrival at each site and prior to commencing pumping operations to ensure all mechanical and safety devices are functioning correctly.
- d) Although capable of pumping in excess of 100m, the best and safest method is to site the machine and material as close to the screeding area as possible always ensuring that wheels are chocked or the brake fully applied. The pump should also be sited out of both traffic and pedestrian routes.
- e) The pressure vessels and all mechanical parts within the machine are subject to regular inspection and certification and results of all inspections and test recorded in the appropriate register or handbook. This information should be kept readily available for inspection at all times.
- f) Screed pumps must only be operated in accordance with their intended purpose and as directed by the manufacturer's instructions.
- g) The machine must only be operated by suitably experienced operatives who have been trained and instructed in the safe use, maintenance and limitations of that type of machine.
- h) Delivery lines should be laid in such a way that severe changes of direction are avoided wherever possible.
- i) To aid material movement through the delivery lines, the system should be flushed through with water prior to commencing screed pumping.
- j) In the event of a blockage in the line, the discharge cock must be fully opened and the system completely de-pressurised prior to any hose coupling release.
- k) The filling hopper protective grid must always be in the down position during mixing, loading or pumping operations. Should the protective grid have to be raised for maintenance or clearance purposes the drive motor must be switched off and all moving parts stopped. The safety shut off system must lock the protective grate in position during all operations and prevent any inadvertent opening during mixing or pumping operations.
- l) During maintenance, cleaning or clearance work the pressure gauge must indicate 0 bar.
- m) A daily inspection routine will ensure all safety aspects of the pump are in place and working. In the event that any safety system or fail safe aspect of the pump is not functioning correctly the equipment must be withdrawn from service and the BDL Supervisor notified immediately.
- n) Particular care must be taken during all screeding operations to ensure wet/dry cementitious screed does not come into contact with the skin. Operatives should wear impervious gloves and ensure screed does not get trapped in boots between the inside of the boot and socks as serious burns will occur with debilitating affect.

## **POWER TOOLS/EQUIPMENT & PLANT**

1. **It is the responsibility of Management to ensure that suitable and sufficient tools and equipment for the job are provided** and to see that they are properly used. Information concerning the safe use of tools should always be requested from the manufacturers/suppliers who by law are required to provide such information. Tools should be regularly checked on issue from and on return to the store. Details of the Law and Codes of Practices can be found in the Group of Companies Library of Safety Information.
2. **You should only operate equipment for which you have been thoroughly trained.** Use the correct tools and equipment for the job. Ensure that equipment supplied to you is accompanied with the operators instructions and check that the equipment is safe and fully efficient. Equipment should be guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in equipment and tools should be reported immediately to your Superior. Do not use unsafe defective equipment until it has been put back in good safe condition. Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electric's. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating the type of equipment and tools you require to use, i.e., adequate space and lighting etc.
3. **Pneumatic Tools:** Compressed air is delivered at high pressure. If it enters the body it can rupture internal organs and cause death. Any form of horseplay or misuse should be expressly forbidden.
4. **Compressors:** Should always be under the supervision of a competent person who should be responsible for ensuring that the machine is kept in good order, i.e., making sure that feed belt and pulley drives are guarded, that hoses and couplings are maintained in good order and that regular checks are made to ensure that oil feed to the airline is properly topped up. Air receivers must be marked with a safe working pressure and distinguishing number. They must also be fitted with safety valves, pressure gauge, drain cock and manhole. Hose connections must be properly clamped — it can be dangerous to have loose or over-tightened connections. Air receivers must be cleaned and thoroughly examined at least every 26 months.
5. **Cartridge Operated Tools:** Should only be used by properly trained and certificated persons over the age of 18 years. Supervised test runs are always advisable before the method of using cartridge operated tools are put into general practice on site. When operating cartridge tools, operators should wear head, ear and eye protection. Major hazards in using cartridge tools apart from malevolent firing are as follows:
  - a) Where material is of a soft nature, the fastener can puncture and emerge from the other side like a bullet.
  - b) Where the material is brittle or of uneven constituency, the fixing device may turn back on itself and injure the operator.
  - c) The material may splinter at the point of impact.
  - d) Recoil, which can throw the operator off balance.
  - e) Excessive noise levels in certain circumstances, for example, confined spaces.

## **LASERS**

Under normal circumstances site lasers will be either low power Class 1 or Class 2. In all situations the laser beam must be set above or below eye level.

Care must be taken to avoid staring into the beam or the beam being directed into optical or reflective surfaces, i.e. mirrors, glass. In the event of a Class 3A laser being required a suitably trained and competent person must be appointed to install, adjust and operate the equipment.

**PORTABLE APPLIANCE TESTING**

1. Maintenance of plant and tools. In view of the risks from damaged or faulty electrical equipment, an appropriate maintenance system should be set up. It is also important that equipment is regularly serviced in accordance with Manufacturer's instructions.
2. Visual checks should be carried out daily by users and formal inspections should be carried out by competent persons at regular intervals. These checks and inspections should ensure that:-
  - a) Bare wires are not visible;
  - b) The cable covering is not damaged;
  - c) The plug is in good condition;
  - d) There are no taped or other non-standard joints in the cable;
  - e) The cable covering is gripped where it enters the plug or equipment;
  - f) The outer casing of the equipment is not damaged or loose;
  - g) There are no signs of overheating on the plug, cable or equipment;
  - h) Residual Current Devices (RCDs) are working correctly (the test button should be pressed daily);
3. Testing by a competent person can detect faults such as loss of earth continuity, deterioration of the insulation and internal or external contamination by dust, water, etc.
4. The table below gives guidance on suggested frequencies of user checks, planned formal visual inspections and combined visual inspection and testing of portable electrical equipment:-

Equipment/Application	Voltage	User Check	Formal Visual Inspection	Combined Inspection and Test
<b>Battery operated power tools &amp; torches</b>	Less than 25v	No	No	No
<b>25v Portable hand lamps (confined or damp situations)</b>	25v Secondary winding from transformer	No	No	No
<b>50v Portable hand lamps</b>	Secondary winding centre tapped to earth (25v)	No	No	Yearly
<b>110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear</b>	Secondary winding centre tapped to earth (25v)	Daily	Regularly	Before first use on site and then 3 monthly
<b>230v Portable and hand-held tools, extension leads and portable floodlighting</b>	230v mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
<b>230v Equipment such as lifts, hoists and fixed floodlighting</b>	230v Supply fuses or MCB's	Weekly	Monthly	Before first use on site and then 3 monthly
<b>RCD's</b>	Fixed **	Daily/every shift	Weekly	*Before first use on site and then 3 monthly
<b>Equipment in Site Offices</b>	230v office equipment	Monthly	6 monthly	Before first use on site and then yearly
* Note: Residual Current Devices (RCD's) need a different range of tests to other portable equipment and equipment designed to carry out appropriate tests on RCD's will need to be used.				
** It is recommended that portable RCD's are tested monthly.				

## SCAFFOLDING

1. **Scaffolding can impose hazards not only to persons providing a scaffold service but also to the end user and others underneath or nearby.** Employees are required to be mindful of this at all times and should be professionally conscientious with regards to their work and how it could affect others.
2. **Technical details of how scaffolding should be erected correctly can be found at the Head Office Safety Library**
3. **From a technical point of view** scaffold structures must be in compliance with The Working at Height (amendment) Regulations 2007, The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998, The Approved Codes of Practices and all appropriate British Standards. Persons involved in providing, i.e., Designing, Planning, Managing, Erecting, Maintaining, Dismantling, Testing and Inspecting of scaffolding must do so in accordance with all appropriate Health and Safety Law and Codes of Practices etc.
4. **System Tower Scaffolding:** Should be erected in accordance with the manufacturers/ suppliers recommendations by suitably trained persons. All system tower scaffolding must be accompanied with the manufacturers/suppliers instructions on how the scaffold should be properly erected and used. Tower scaffolds must be adequately secured in position to prevent them from tipping. Working platforms must be properly/fully boarded. Ladders must be provided for access to the tower scaffold platforms in accordance with the manufacturers recommendations.
5. **Only scaffolding in good order is allowed to be used.**
6. **Scaffolding should only be erected/adjusted/dismantled by qualified competent Scaffolders.** After scaffold has been erected/adjusted, the Scaffolders must issue a certificate of worthiness stating that the scaffolding is in good order. Any area of scaffolding which is not in good order, must be guarded off from areas required to be used and have 'Scaffolding incomplete — do not use' signs displayed on it. **Scaffolding not in good order must not be used.**
7. **Inspections:** Scaffolding work platforms must be inspected before first use, after substantial alteration, after any event likely to have affected its stability, for example, following strong winds and at regular intervals not exceeding seven days. The person in control must have the inspections carried out by a competent person. Whoever controls the activities of others who use a scaffold also needs to ensure it is safe before they use it for the first time. If supplied by BDL the competent person is not satisfied that work can be carried out safely, they should advise the person for whom the inspection was carried out as soon as possible. The workplace should not be used until the defects have been put right. A written report should be made following most inspections.
8. **Toeboards for working platforms:** All working platforms where it could be possible for material/equipment to fall must be fitted with toeboards to the outside edges and the ends of the platforms. The toeboard height should not be less than 150 mm.
9. **Guard-rails:** Guard-rails are required to be fitted to all working platforms where it could be possible for someone to fall. Guard-rails should be fitted at a height of 950mm and an intermediate height with a gap of no more than 450mm between.
10. **Ladders:** All ladders must be secured into position preventing them from Slipping/moving. The ideal angle for a ladder is 75°. Safe opening must be provided in guard-rails and toeboards for un-obstructed ladder access. Ladders must extend at least 1.05 metres above the landing level for adequate handhold. Damaged ladders must not be used.
11. **Working platforms:** Working platforms must be a minimum width of 600 mm, be wide enough for required access, work, persons and materials. They must be adequate for the weight loadings to be imposed upon them.
12. **Staircase Operations:** All common user scaffolding in stairwells should be erected and maintained by the principal contractor on all Commercial or Housing projects. BDL Supervisors should liaise with the principal contractor in respect of access and egress for BDL and other trades, loading out, fire escape routes and platform working heights prior to the erection of any tube and fitting or proprietary scaffold structure in stairwell situations

**SITE ELECTRICITY**

1. **The design and installation of site electrical power systems is a matter for specialists.** The competence of an Electrician or an Electrical Contractor must be checked before electrical works start on site. They should be members of at least one of the following: The Electrical Contractors Association; Chartered Electrical Engineers; National Inspection Council for Electrical Installation Contracting.
2. **All works undertaken by Electrical Engineers/Contractors,** must comply with relevant Regulations and Approved Codes of Practice, The Electricity at Work Regulations 1989, The Low Voltage Electrical Equipment (Safety) Regulations 1989, The IEE Wiring Regulation (Code of Practice), etc.
3. **General electricity demands for sites:** Plant; 415v 3 Phase. Portable Tools; 1 IOv Single and 3 Phase. General Site Lighting; 1 IOv Single Phase. Site Huts; 240v Single Phase.
  - a) Before work starts on site contact the local Electricity Company and the Client to obtain all appropriate Service Drawings and advice regarding existing services.
  - b) Existing services should be made dead where dangers could arise from the electric due to building operations.
  - c) All appropriate warning notices/signs should be displayed on live equipment/cables.
  - d) Electrical equipment/cables should not be sited where it could be a hazard or be damaged.
  - e) Electrical equipment/cables should be checked regularly to ensure that it is maintained in good order. All electrical equipment found not in good order, must be taken out of service immediately.
  - f) Where a high voltage is taken, the user must provide adequate substation facilities and appoint trained duty holders to operate the equipment and supervise its maintenance, alteration, repair or extension as may be necessary. Safe systems of work must be adopted and these will usually include the use of permit to work procedures.

**Full details on Site Electrical Safety can be found at the Group of Companies Head Office Library.**

**VEHICLES**

1. **The Group of Companies vehicles**, cars, vans, lorries, are vital pieces of equipment and must be treated with respect. Road accidents are one of the largest causes of death in this country. Fleet drivers must refer to the BDL Fleet Handbook in their vehicle.
2. **Persons driving a Group of Companies vehicle must have a full drivers licence.** Any convictions or disqualifications must be reported to Senior Management. Only persons given permission by Senior Management are allowed to drive a Group of Companies vehicle. Persons are not allowed to drive vehicles under the influence of drink or drugs which may affect that persons ability to drive safely, or to use a mobile phone whilst driving the vehicle, even if the vehicle is fitted with a “hands free” kit, unless the vehicle is stationery.
3. **Maintenance:** Group of Companies vehicles should be checked by the drivers daily to ensure their vehicle is in good, safe, roadworthy condition, in accordance with the vehicle handbook. Particular attention should be given to the legal tread limits of tyres, tyre pressure, lights, brakes, brake fluid levels, water and oil levels.
4. **Vehicles are required to be serviced** in accordance with the manufacturers recommendations.
5. **Vehicles should be kept clean and tidy.** Items being transported in or on Group of Companies vehicles must be adequately secured in position and must not overhang the vehicle.
6. **Vehicles carrying potentially dangerous substances must have the appropriate warning signs displayed on them** so that in the event of an emergency, potential dangers will be known. If highly flammable substances are transported in vehicles, i.e., LPG Gas bottles, petrol cans, solvents etc., appropriate fire extinguishers must be carried in the vehicles. Petrol cans must be anti-spillage/anti-explosive type.
7. **Vehicle Accidents:** Damage caused to vehicles, no matter how slight, must be reported immediately to Senior Management and on your next scheduled visit to the office, you are to ensure that you complete an appropriate claims form giving all details of the occurrence.
8. **In the event of a road traffic accident**, the following procedures must be adhered to. Obtain the following information:
  - a) Name and address of the driver and owner of the other vehicle.
  - b) Make, model and registration number.
  - c) Details of their Insurers.
  - d) Names and addresses of any witnesses.
  - e) Details of damage to all vehicles involved.
  - f) Take photographs of accident scene and relevant details.
9. **Car Allowance Staff**

Those BDL staff that are granted a car allowance in lieu of an allocated company vehicle must have insurance that notates that it is used for company business.
10. **Smoking is not permitted in company vehicles** and no smoking signs should be clearly visible by all occupants.

**PROTECTIVE CLOTHING AND EQUIPMENT**

1. **All personnel must wear/use protective clothing and equipment where and when required**, e.g.: Safety footwear, gloves, goggles, waterproofs, earmuffs/plugs, high visibility clothing and masks, must be worn where relevant.
2. **Safety harnesses, lifelines, gas detectors, emergency breathing apparatus, underground service detectors**, should always be used where and when required.
3. **Personal Protective Clothing and Equipment:** All site personnel are required to wear all appropriate clothing and equipment when and where required.
  - a) **Safety Helmets** are to be worn whenever there is a likelihood of head injury from either falling/flying objects or head strikes against fixed objects.
  - b) **Safety Footwear** — appropriate footwear will be worn for respective trades. Trainers and lightweight shoes are not permitted.
  - c) **Gloves** — appropriate gloves will be worn (where required) for respective trades particularly when demolition works are concerned so that hands are protected from cuts and abrasions so that it prevents the likelihood of catching Leptospirosis from rats urine.
  - d) **Overalls** — appropriate overalls are to be worn (where required) for respective trades when and where required. Overalls are to be cleaned when necessary if they are not of the disposable type.
  - e) **Eye Protection** will be worn whenever there is a likelihood of eye injury.
  - f) **Masks** of the appropriate type will be worn when and where required.
  - g) **Ear Protection** will be worn when noise levels are above 85 dB(A).
4. **Further guidelines** with regards to the wearing of protective clothing and equipment will be read before using substances and materials of a hazardous nature. This information will be contained in the COSHH Safety Data Sheets. COSHH Assessment Sheets will be supplied to the site before the materials are used.
5. **Safety helmets: The Construction (Head Protection) Regulations 1989.** Regulations requiring the wearing of safety helmets on construction sites came into force on 30th March, 1990. From that date (with one notable exception), it will be an offence for persons not to wear a safety helmet at any place on site where there is a foreseeable risk of head injury (other than by falling). The Regulations apply to all building operations and works of engineering construction and the extent of length of the work is not a determining factor.
6. **The exception to the rules is turban wearing Sikhs.** However, where as a consequence of not wearing a safety helmet, a turban wearing Sikh suffers death or serious injury, the employer (or other person required to provide head protection), will not be held liable.
7. **It is the Group's policy that on all sites**, employees, all sub-contractors employees, all visitors and purchasers, must wear safety helmets. The wearing of safety helmets is mandatory throughout the site, with only the following exception: Inside site offices and huts as long as no works are being conducted in those areas or within the immediate confines of these areas.
8. **Operatives handling wet or dry cementitious materials must** wear impervious gloves, boots and over trousers and void all contact with the skin.
9. **Particular care must be taken during screeding operations** to ensure wet or dry cementitious screed does not get between the inside of boots and socks as serious burns will follow any such occurrence.

**TRANSPORTING/STORAGE OF PETROLEUM-SPIRIT/GASES**

1. **Petroleum-Spirit/Gases should not be transported in vehicles unless it is essential** and that the vehicles have the appropriate signs displayed on them and fire equipment in them.
2. **Explosion proof metal petrol containers (BS Approved) must be used** for storage/transportation and they must be marked: 'Petroleum-Spirit — Highly Flammable" and must not exceed the capacity of two gallons.
3. **Carriage of Dangerous Goods Act:**

Petrol	=	20L in 2 x 10L Metal Gerry Can, UN Standard
	=	10L in 2 x 5L Plastic Gerry Can, UN Standard
Diesel	=	1000L
	=	60L in Gerry Cans, UN Standard
	=	450L Drums, UN Standard
4. **Petrol containers when being transported in vehicles**, must be secured in position and protected from other equipment in the vehicles from damaging them.
5. **Gas cylinders, full or empty, must be kept upright and adequately secured** to prevent movement when in vehicles.
6. **Dry Powder Fire Extinguishers** must be located in the vehicles in an easily accessible position for emergency (fire). Specifications of the type of fire extinguishers are as follows:
  - Dry Powder
  - Transport type (with strap)
  - Empty/full gauge
  - British Kite Marked
  - Size: (1.5 kg)
7. **Appropriate signs are required to be displayed on the rear of vehicles which carry Petroleum-Spirit/Gases.** Warning notices should also be displayed inside vehicles.
8. **Vehicles carrying Petroleum-Spirits/Gases** must be adequately ventilated.

## YOUNG PERSONS

1. **No person under the age of 18 is allowed to** drive, or operate any mechanical vehicle or plant unless being trained under the close supervision of a competent person.
2. **The Group of Companies Management and the Safety Department must be informed** prior to any young persons are brought onto the site.
3. **The Health and Safety (Young Persons) Regulations 1997**. The law at present requires you to assess risks to all your employees, including young workers and to do what is reasonably practicable to control those risks.
4. **Young workers are seen as being particularly at risk** because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. Children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age (MSLA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc., except when on work experience schemes approved by the Local Education Authority. The Health and Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience as employees for the purposes of health and safety legislation. Employers offering work experience placements to children must provide them with at least the same health, safety and welfare protection that they give their own employees. There are also some age-related restrictions which prohibit young workers, including children on work experience, from working with particular machinery or undertaking particular tasks.
5. **Legislation required to implement the health and safety provisions** of the *European Directive on the protection of young people at work* came into force on 3<sup>rd</sup> March 1997. This legislation, the Health and Safety (Young Persons) Regulations 1997, introduce new requirements into the Management of Health and Safety at Work Regulations 2006 (the Management Regulations).
6. **As a result employers are required to:**
  - a) Carry out a specific Risk Assessment and induction with all persons under 18 years of age;
  - b) Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
  - c) Address specific factors in the Risk Assessment;
  - d) Provide information to parents of school-age children about the risk and the control measures introduced; and;
  - e) Persons under 16 years of age must obtain specific permission from the Safety Department before attending any site.
7. **Employees should take account of the Risk Assessment** in determining whether the young person should be prohibited from certain work activities, except where:
  - a) they are over MSLA and it is necessary for their training and,
  - b) risks are reduced so far as is reasonably practicable; and,
  - c) proper supervision is provided by a competent person.

## **PART V**

### **APPENDIX 1      LEGISLATION**

#### **HEALTH & SAFETY REGULATIONS**

2000		Safety of Pressure Systems
2005		The Regularity Reform (Fire Safety) Order
2005		Control of Vibration at Work Regulations
2005		Noise at Work Regulations
2007		Working at Height (Amendment) Regulations
2006		Control of Asbestos Regulations
2004		Control of Substances Hazardous to Health Revision
2002		Manual Handling Regulations Revision
2006		The Management of Health & Safety at Work Regulations
2003	1833	The Working Time (Amendment) Regulations
1998	2306	The Provision & Use of Work Equipment Regulations
1998	2307	The Lifting Operations & Lifting Equipment Regulations
1998	2573	The Employers Liability (Compulsory Insurance) Regulations
2002	543	The Control of Lead at Work Regulations
2004	1357	The Control of Substances Hazardous to Health (Amendment) Regulations
1997	1713	The Confined Spaces Regulations
2003		Management of Health and Safety at Work Fire Precautions (Workplace) (Amendment) Regulations
1996	1513	The Health & Safety (Consultation with Employees) Regulations
1995	3163	The Reporting of Injuries Diseases and Dangerous Occurrences Regulations
1996	0341	The Health & Safety (Safety Signs and Signals) Regulations
2002	2326	The Personal Protective Equipment (EC Directive Amendment) Regulations
2007		The Construction (Design and Management) Regulations
2006	2865	The Management of Health & Safety at Work (Amendment) Regulations
1992	3004	The Workplace (Health, Safety and Welfare) Regulations
1992	3067	The Asbestos (Prohibitions) Regulations
1992	2793	The Manual Handling Operations Regulations
1989	2209	The Construction (Head Protection) Regulations
1989	0319	The Health & Safety (Emissions into the atmosphere) (Amendment) Regulations
1989	0635	The Electricity at Work Regulations
1999	1333	The Ionising Radiations Regulations
1980	1709	Control of Pollution (Special Waste) Regulations
1981	0917	The Health & Safety (First Aid) Regulations
1977	0500	The Safety Representative and Safety Committees Regulations
1990	C.25	ENVIRONMENT ACT 1995
1974	C.37	HEALTH AND SAFETY AT WORK ETC ACT 1974
2009		Chemicals (Hazard Information For Supply) Regulations
2002		Dangerous Substances and Explosive Atmosphere Regulations
2001		Control of Pollution (Oil Storage) (England) Regulations
1997		Health & Safety (Young Persons) Regulations