

**BPM Intranet:** [Management Systems](#) -> [Health & Safety](#) -> [Health & Safety Policy](#).

Version 31. Date last reviewed: 2024-11-07

# Health & Safety Policy

## General Statement of Policy

BPM acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, or subcontractors working on its behalf and all others affected by our activities.

It is the intent of BPM to provide safe and healthy working conditions for all our employees by:-

- Providing and maintaining safe plant and equipment
- Providing safe systems of work
- Providing a safe place of work and safe access and exit
- Providing for the safe use, handling, storage and transport of all particles and substances
- Providing a safe working environment
- Providing adequate and sufficient information, instruction, training and supervision

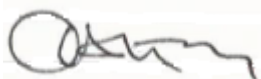
It is also the intent of this company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

BPM Contracting Services Ltd accepts its responsibilities for the health and safety of other people who may be affected by our activities including clients, employees, other contractors and members of the public. BPM Contracting Services Ltd also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

This policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually or earlier should legislation change that affects our business.

Signed:



Name: Chris Kille

Position: Director

Date: 07/11/2024

## The Organisation for carrying out this Policy

Overall responsibility for health & safety rests firmly with the highest management (i.e. The Directors) However ALL individuals within the workforce have to accept a certain duty for health and safety towards themselves and others who might be affected by their acts or omissions.

## Head of Company

The Managing Director (Chris Kille) has overall responsibility for Health and Safety within BPM Contracting Services Ltd, and will:

- Ensure suitable financial provision is made for health and safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health and safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand BPM Contracting Services Ltd policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels BPM Contracting Services Ltd's commitment to effective health and safety management

## Health and Safety Coordinator/Representative

The person responsible for health and safety is Simon Clarke.

Health and Safety experience/qualifications of the above person are:

- MIIRSM
- MCIHT
- GradIOSH

The Health and Safety Coordinator/Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout BPM Contracting Services Ltd and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to BPM Contracting Services Ltd's undertaking
- Liaising with the Director, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

## Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

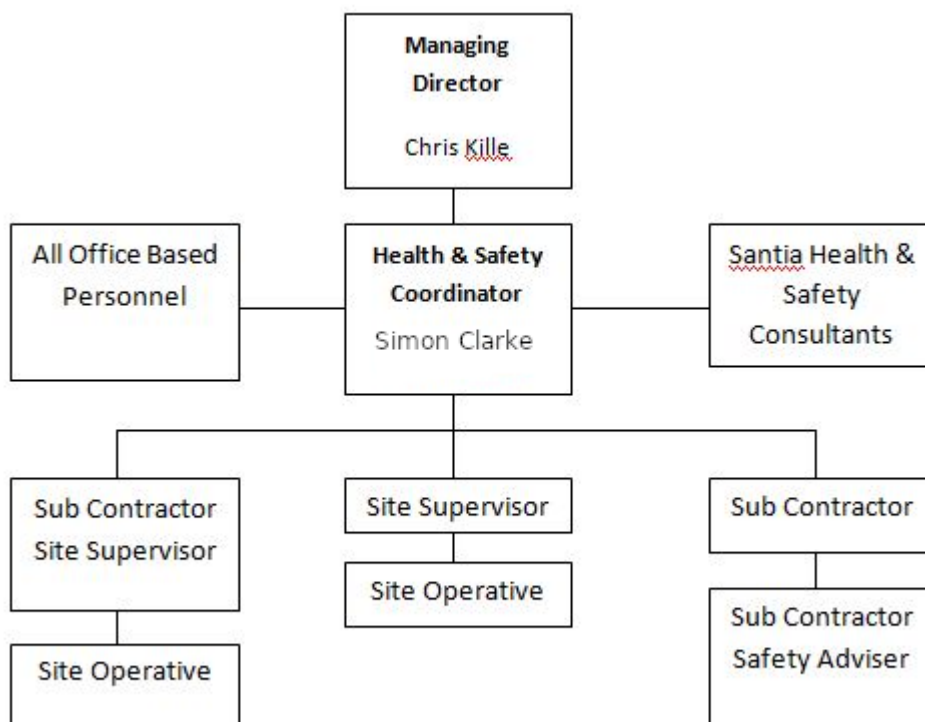
It shall be the duty of every employee while at work "â€

- A) To take reasonable care for the health and safety of himself and of other persons who may be affected by his actions or omissions at work; and
- B) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding BPM Contracting Services Ltd's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction/training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the site supervisor/Manager
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the site supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Cooperating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents

## BPM Contracting Services Ltd Health & Safety Structure:



## Arrangements for Health and Safety

# 1. Communication/Consultation

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, BPM Contracting Services Ltd will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meetings, tool box talks, e-mails and memo's posted on the staff notice board.

## 2. Communication/Consultation with Third Parties including Subcontractors.

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

Prior to appointment of a sub-contractor BPM Contracting Services Ltd will consult with the sub contractor on the following issues:

- The content of BPM's H&S Policy
- Any rules specific to the site on which they will be working
- Changes in legislation or best working practice
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place between the appropriate BPM Manager and the H&S representative for the subcontractor. The subcontractors H&S rep will be instructed to pass all information on to any members of their team that are affected.

Subcontractor will also be asked to produce a copy of their insurance, risk assessment and method statement before any work is undertaken.

## 3. Procedures for communicating H&S requirements to employees whose first language is not English

While BPM do not currently have any staff whose first language is not English, the following policy has been put in place to deal with this situation should it arise:

BPM will use alternative or additional methods of communication, where employees find it difficult to understand health and safety requirements, for example;

- safety signs; translations of safety notices;
- instructions through interpreters where practicable
- instruction combined with industrial language training

## 4. Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and Safety awareness, company procedures etc)
- The induction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by BPM Contracting Services Ltd will be formally recorded with a hard copy kept on file

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

## 5. Emergencies

It is BPM Contracting Services Ltd's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with BPM Contracting Services Ltd's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

### **ACTION TO BE TAKEN UPON DISCOVERING A FIRE**

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm

- Leave the building by the nearest fire exit and proceed to the muster point.
- Do not re-enter the building for any purpose until the all clear has been given

## **ACTION UPON HEARING THE FIRE ALARM**

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point and await instructions
- Do not leave muster point until the all clear is given
- Do not re-enter the building for any purpose until the all clear is given

## **6. Staff Welfare**

### **Welfare - Principal Contractor**

BPM Contracting Services Ltd will provide suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site, that conform to Schedule 2 of the Construction (Design and Management) Regulations 2015 are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Clean and working toilets;
- Washbasins with hot and cold running water;
- Soap and towels;
- Sinks large enough to wash face, hands and forearms;
- Somewhere to change, dry and store clothing (where applicable);
- Drinking water, and cups if needed;
- A rest area to sit, make hot drinks and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.

### **Welfare - Sub Contractor**

We will ensure that the Principal Contractor provides suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site, that conform to Schedule 2 of the Construction (Design and Management) Regulations 2015 are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Clean and working toilets;
- Washbasins with hot and cold running water;
- Soap and towels;
- Sinks large enough to wash face, hands and forearms;
- Somewhere to change, dry and store clothing (where applicable);

- Drinking water, and cups if needed;
- A rest area to sit, make hot drinks and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.

## **Working Time Regulations 1998**

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

## **7. Work Equipment**

All work equipment (including electrical equipment) used at work as part of BPM Contracting Services Ltd's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER).

Before new equipment is introduced into the working environment, an assessment will be made in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specific risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance/inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your supervisor.

## **8. Personal Protective Equipment (PPE)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before use, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: Chris Kille

It is the responsibility of the employee to request replacement PPE as and when it is required.

## 9. First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by BPM Contracting Services Ltd.

Each first Aid box shall be suitably marked and easily accessible to all employees at all times when they are at work.

On project sites “ whenever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominate as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Head Office “ the first aid box is located on top of filing cabinets, and in each of BPM Contracting Services Ltd vehicles.

Office Qualified First Aider/Appointed person will be displayed on the office notice board.

All accidents MUST be reported to the site supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

### Reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Certain accidents are reportable to the HSE’s incident contact centre. The Health and Safety Coordinator must be notified as soon as practicable after incidents so that any RIDDOR reportable incidents/occurrences are notified to the HSE within the legally specified timescales.

All accidents/incidents will be investigated by senior management and/or Health and Safety Coordinator/Representative using our Accident/Incident Investigation Form with the following objectives:

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the incident. The aim of the investigation will be to seek to answer the following questions:

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?



## 10. Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Coordinator/Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used whenever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE required, workers health, and emergency actions. Supervisors will be brief staff on any hazard or substance precautions, with written records being located in an accessible location.

An inventory of all substances and materials hazardous to health is held at head office

## 11. Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and BPM Contracting Services Ltd will endeavour to eliminate manual handling operations where practicable with any remaining risk being controlled by:

- Reducing weights
- Reducing the frequency of manual handling
- The use of additional manpower
- Through the provision of suitable equipment to assist in the operation
- The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

## 12. Cooperation and Coordination

Employees will always familiarise themselves with the client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of BPM Contracting Services Ltd of the specific risks and requirements of the work being undertaken.

## 13. Risk Assessments

The overall responsibility for Risk assessment and carrying out and recording formal Risk assessments is that of the Managing Director Chris Kille. Day to day responsibility for ensuring this is put into practice is the responsibility of the site supervisor, or for smaller jobs without a supervisor the responsibility falls to the senior staff member on site. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S advisor if required. The head of BPM Contracting Services Ltd ensures operators are provided with appropriate instruction and training on risk assessments.

We use 5 stages when assessing risk which are as follows:

#### Step 1 - Identify the hazards

Firstly consideration is given to which people could be harmed. When you work in a place every day it is easy to overlook some hazards, so: Walk around your workplace and look at what could reasonably be expected to cause harm. Information will also be gathered from other staff, trade associations, manufacturer's data sheets, previous accident records and the HSE where necessary.

#### Step 2 - Decide who might be harmed and how.

For each hazard we consider who might be harmed; (e.g. "people working in the storeroom" or "passers-by"). In each case, we identify how they might be harmed, i.e. what type of injury or ill health might occur. For example, "plasterers may suffer back injury from repeated lifting of plaster board". Particular consideration is given to particular groups; e.g. new and young workers, or people with disabilities who may be at particular risk.

Extra thought will be needed for some hazards;

Those workers who may not be in the workplace all the time; members of the public, if they can be hurt; if the workplace is shared we consider how others present may be affected, as well as how their work may affect our staff. We will communicate with any external workers in formulating any assessment.

#### Step 3 - Evaluate the risks and decide on precautions.

Having identified the hazards, we then decide what to do about them. The law requires us to do everything "reasonably practicable" to protect people from harm. We achieve this by comparing what we are doing with good practice. We consider what we are already doing, and the controls we have in place and how the work is organised. Then compare this with good practice and see if there's more we should be doing to bring ourselves up to standard. In doing this, we consider:

Can we get rid of the hazard altogether?

If not, how can we control the risks so that harm is unlikely?

When controlling risks, we apply the principles below, if possible in the following order: Try a less risky option (e.g. switch to using a less hazardous chemical); prevent access to the hazard (e.g. by guarding); organise work to reduce exposure to the hazard (e.g. put barriers between

Pedestrians and traffic); issue personal protective equipment (e.g. clothing, footwear, goggles etc); and provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

We involve staff, so that we can be sure that what we propose to do will work in practice and won't introduce any new hazards.

Step 4 - Record findings and implement them.

When writing down results, it is kept simple, for example "Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks", or "Fume from welding: local exhaust ventilation used and regularly checked".

Step 5 - Review risk assessment and update if necessary.

We review what we are doing on an ongoing basis. Every year we formally review where we are, to make sure we are still improving. We consider whether there have been any changes? Are there

Improvements we still need to make? Have staff spotted a problem? Have we learnt anything from accidents or near misses?

Risk assessment will be reviewed annually during our Safe Contractor renewal process. If during the year there is a significant change, risk assessments will be checked and amended if necessary.

## 14. Safe Systems of Work

It is part of the employer's general duties to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. Components of a system include:

- the organisation and co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- methods to be used, and;
- general conditions of work.

Safe systems of work must be identified through the risk assessment process. The following components of a safe system are identified for guidance:-

- Co-ordination of the work of different trades and activities.
- Layout of plant and appliances for special tasks.
- The method of using particular equipment.
- The method of carrying out particular processes.
- The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience.
- The sequence in which the work is to be carried out.
- The provision of warnings, notices, and the issue of special instructions in particular cases.

- The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary.
- A contingency plan to deal with foreseeable emergencies.
- An auditing or monitoring regime to ensure the system is working safely.

## 15. Permit to Work System

The use of a permit is required when work has been identified as particularly hazardous, difficult to organise or control or which warrants higher than normal safety precautions that need positive enforcement. Examples may include “ working at height, working in confined spaces, hot works etc. Before such work can start, a permit should be issued and accepted by the member/s of staff or sub-contractor, this will allow the work to be controlled in a safe and healthy.

The Permit issuer will be responsible for:

- Identifying the hazards, assessing the risks and determining the necessary control measures associated with the plant, area, equipment, substances and work involved.
- Selecting, preparing, issuing and cancelling permits in accordance with the specified procedures
- Specifying the requirements which must be satisfied before the work starts and while the work is in progress
- State who will accept the permit and define the limits of the permit-to-work area or equipment.
- Walk the job with the permit acceptor if required.
- In order to carry out this duty thoroughly the issuer may need to seek advice and skills from various specialists.

At the end of the work, the permit must be cleared and cancelled i.e. the permit acceptor must confirm that the work has been completed and the permit issuer must confirm that the prevention and control measures are no longer necessary.

## 16. Policy Review

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it was implemented will be reviewed every year or earlier on notification of any changes in legislation that may affect our business. In addition reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time.

## 17. How the Policy is brought to the attention of the company’s employees

When joining BPM Contracting Services Ltd, all employees are made aware of the existence of the policy and are given a copy to keep at their induction. They are also made aware of:

- How to report an incident
- What to do in the event of a fire or emergency
- Informed of who their first aiders are

Confirmation that they have understood what they have read or have been told is included in their induction checklist.

Whenever a change is made to the Health & Safety Policy, the new version is sent to every employee.

## **18. The Construction (Design and Management) Regulations 2015 - Duties**

Good management of health and safety on site is crucial to the successful delivery of a construction project. Depending on the size and nature of a project, either BPM Contracting Services Ltd or individual managers may hold duties as a Client; CDM coordinator; Designer; Principal Contractor; Contractor; and/or Worker. The person responsible for the implementation of this policy is the Managing Director, and the co-operation of all members of management and staff is required.

### **Duty holders under the Regulations**

The following groups (which contain almost everyone involved in construction work) have duties under these regulations, either for all construction projects, or only for notifiable projects.

- Commercial Clients (all projects) - Organisations or individuals for whom a construction project is carried out that is done as part of a business.
  - Make suitable arrangements for managing a project, including making sure:
    - other duty holders are appointed as appropriate
    - sufficient time and resources are allocated
  - Make sure:
    - relevant information is prepared and provided to other duty holders
    - the principal designer and principal contractor carry out their duties
    - welfare facilities are provided
- Domestic clients “ People who have construction work carried out on their own home (or the home of a family member) that is not done as part of a business.
  - Though in scope of CDM 2015, their client duties are normally transferred to:
    - the contractor for single contractor projects
    - the principal contractor for projects with more than one contractor
  - However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties.
- Designers - Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.

- When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:
  - construction
  - the maintenance and use of a building once it is built
- Provide information to other members of the project team to help them fulfil their duties.
- Principal designers - Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.
  - Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:
    - identifying, eliminating or controlling foreseeable risks
    - ensuring designers carry out their duties
  - Prepare and provide relevant information to other duty holders.
  - Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.
- Principal contractors – Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.
  - Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:
    - liaising with the client and principal designer
    - preparing the construction phase plan
    - organising cooperation between contractors and coordinating their work
  - Make sure:
    - suitable site inductions are provided
    - reasonable steps are taken to prevent unauthorised access
    - workers are consulted and engaged in securing their health and safety
    - welfare facilities are provided
- Contractors – Those who carry out the actual construction work, contractors can be an individual or a company.
  - Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.
  - For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
  - For single contractor projects, prepare a construction phase plan PDF.
- Workers – Those working for or under the control of contractors on a construction site
  - Workers must:
    - be consulted about matters which affect their health, safety and welfare
    - take care of their own health and safety, and of others who might be affected by their actions
    - report anything they see which is likely to endanger either their own or others’ health and safety
    - cooperate with their employer, fellow workers, contractors and other duty holders

## 19. Work at Height, Scaffolds, Towers, Ladders, Roof Work

## Working at Height

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. BPM Contracting Services Ltd will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

BPM Contracting Services Ltd shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

When we are required to work at height we will ensure that the Work at Height Regulations 2005 are conformed with and ensure that:

- All work activities that involve work at height are identified;
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- All the necessary equipment to allow safe access to and egress from the place of work is provided;
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided;
- Suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary;
- Any working platform and its supporting structures are selected and/or designed in accordance with current standards;
- Regular inspections of all equipment required for working at height are undertaken;
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities; and
- Planning for emergencies and rescue are made.

## Scaffolding and Towers

All scaffolding and towers installed and used by BPM Contracting Services Ltd shall be constructed of materials and components which have been inspected and proven. All work involved in the installation, use and dismantling of scaffolding and towers shall be undertaken by suitably qualified and experienced staff.

Where we are required to use scaffolding or towers we shall ensure that:

- They are erected to recognised standards or manufacturers' instructions by trained, competent and authorised operatives;
- A competent person will inspect them before use and after adaptation, alteration or the effects of adverse weather conditions etc. and in any case every 7 days;
- The results of the inspection will be recorded in a prescribed format;
- 'Scaffold incomplete notices' will be displayed as required;
- Ladders will be removed or secured to prevent unauthorised access after working hours;

- Special scaffolds are subject of design or calculations;
- Design drawings and calculations for special scaffolds shall be available on site for the information of the person carrying out inspections etc.;
- Scaffolding will be secured against bad weather conditions and short boards secured down;
- Edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired;
- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them;
- When moving tower scaffolds they are pushed via the narrowest side at the bottom of the tower brakes will be set when used;
- The safe working load of scaffolds, loading-bays and working platforms will be established, displayed and not exceeded;
- Materials will not be stored on working platforms so as to exceed the edge protection;
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

## **Ladders: including step-ladders, podium steps and hop ups:**

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under the Working at Height Regulations 2005 has demonstrated alternative methods are unsuitable.

When ladders are used we shall ensure that they are:-

- Used by trained and competent operatives only;
- Subject of an inspection regime with records of inspections maintained;
- Visually inspected by operatives before use;
- Marked with a means of identifying them;
- Class 1 "Industrial"™ or EN131 ladders or stepladders for use at work and they are a suitable size for the work; from 2019 all new ladders purchased will conform with EN131 (Professional) Note: Class 1-3 (BS standards) will no longer be used
- In good condition and free from defects;
- Secured against movement;
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs;
- Rise at least 1 metre above a landing place;
- Free from obstruction at their base area;
- Used by only one person at a time;
- Overhead cables will be identified and made safe when working at height.

Operatives will:-

- Maintain three points of contact at all times;
- Not use the top 3 rungs when used as a work platform;
- Not "over reach"™;
- Not carry materials or tools when ascending or descending ladders.
- When step ladders, podium steps and hop ups are used they will be:-
- Suitable and sufficient for purpose;
- Used on safe, level ground;
- Used for short duration and light work;
- Properly "set up"™ and not inclined against walls etc.;



- Operative not to use top 2 steps on step ladders or to over reach on any equipment.

## Roofing

BPM Contracting Services Ltd shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventative and protective measures to prevent falls of persons or materials through or from roofs.

Operatives engaged in roof work shall be trained and competent, and be aware of the HSE document HSG 33 'Health and Safety in Roof Work'. Method statements will be prepared for the work and adhered to.

We shall ensure:-

- That all work at height is properly assessed and planned by a competent person;
- Work at height will only be carried out by trained and competent operatives;
- That a safe system of access and egress will be provided with materials and equipment hoisted to height by mechanical means;
- A safe place of work will be provided with edge protection that conforms to the Regulations;
- The risks associated with fragile surfaces and falling objects are controlled;
- Areas where fragile roofs are present will be cordoned off or securely covered and warning notices fixed;
- Tar boilers will be fitted with fire resistant bases and sited appropriately;
- LPG cylinders will be located at least 3m away from the sources of heat;
- Fire extinguishers will be available where tar boilers or hot work takes place;
- Work at height will be only carried out if weather conditions permit it; and
- Precautions will be taken during inclement weather and high winds, to prevent equipment or materials falling from roofs.

## Temporary Works

Temporary Works covers an extremely wide range of works which do not form part of the finished works. In simpler and more commonplace situations, standard solutions (given in BS

5975) can most likely be used instead of individual designs. However, unless the job falls within the limitations of the particular standard solution, further design will be required.

The duties and responsibilities of each party involved with the design, materials, erection, dismantling and use of Temporary Works will be clearly defined. BS 5975 recommends that the main items for which responsibility should be established are:-

- The design brief;
- The concept of the scheme;
- The design, drawing out and specification of the Temporary Works;
- The adequacy of the materials used;
- The control of erection, maintenance and dismantling on site;
- The checking of design and construction operations;
- The issue of a formal permission to load and dismantle the Temporary Works.

Once responsibility is established, BPM Contracting Services Ltd will ensure that the individuals concerned do not work in isolation. To comply with BS 5975 a "Temporary Works Co-ordinator" will be appointed to co-ordinate the activities of all concerned to ensure the works are brought to a safe conclusion. The co-ordinator's duties include:-

- The co-ordination all Temporary Works activities;
- Ensuring that the various responsibilities have been allocated;
- Ensure that a satisfactory Temporary Works design is carried out;
- Ensuring that those responsible for on-site supervision receive full details of the design including any limitations associated with it;
- Ensuring that checks are made at appropriate stages covering the more critical factors;
- Ensuring that, during use, all appropriate maintenance is carried out;
- After final check, issue permission to load if this check proves satisfactory;
- When it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the Temporary Works.

## 20. Safe Access, Traffic Management, Safety Signs and Signals

### Safe Access

So far as is reasonably practicable, we will ensure that:-

- Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely;
- Every place of work shall be made and kept safe for anyone at work there;
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements;
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there;
- The worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely;
- Traffic routes will be suitable for purpose and the vehicles authorised to use them;
- Traffic routes will be indicated by suitable signs regularly checked and properly maintained.

### Traffic Management

Construction sites will be organised, so far as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health " Construction (Design and Management) Regulations 2015. The following arrangements will be considered when planning and designing the site set-up and logistics:

- Separation of pedestrian and construction vehicle traffic at or before the site entrance;
- Providing "construction vehicle-only" areas, where only designated personnel can enter;
- Providing safe pedestrian routes to and from work locations;

- Providing safe construction vehicle routes around the site; and
- Planning and designing routes to reduce the need for reversing manoeuvres.
- Consider the need for wheel washing prior to vehicles entering public roads.
- Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a "banks man"™ should be considered.
- Site management will produce a site traffic route plan.

## Safety Signs and Signals

Where risk assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with The Health & Safety

(Safety Signs and Signals) Regulations 1996. They consist of:-

Warning signs - Yellow triangular signs e.g. "Overhead Power Lines", "Fragile Roof"

Prohibition signs - Red round signs e.g. "No Smoking", "No Entry"

Mandatory signs - Round blue signs e.g. "Eye Protection", "Safety Gloves"

Emergency signs - Green rectangular signs e.g. "First Aid", "Fire Escape Route"

Fire signs - Red rectangular signs e.g. "Fire Extinguisher"

## 21. Excavations and Earthworks

This organisation recognises that excavation is a hazardous operation.

"Excavation includes any earthwork, trench, well, shaft, tunnel or underground working"

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc to ensure:-

1. Any excavation or part does not collapse;
2. No material from the side, roof or adjacent to any excavation is dislodged or falls;
3. No person is buried or trapped in an excavation by dislodged or falling materials;
4. No part of an excavation or ground adjacent to it, shall be overloaded with materials or equipment;
5. Construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person:-
6. At the start of the shift;
7. After any event likely to affect its strength or stability;
8. After any material unintentionally falls into the excavation;
9. The person carrying out the inspection is satisfied work in the excavation can continue safely;
10. Tests will be carried out on landfill or Brownfield sites for gases and other contaminants with appropriate action taken if found;
11. Safety helmets will be worn in and near excavations;
12. Information, instruction and training on the use of laser devices will be given;
13. Underground services shall be traced and steps taken to protect them;

14. Suitable precautions must be taken to prevent undermining or weakening of nearby structures;
15. Overhead power lines will be protected against accidental contact by machine;
16. Underground services will be located and digging carried out by hand within 500mm.
17. All works around Live services will be carried out in accordance with HSG47.

## **22. Driving Motor Vehicles on Company Business**

### **Company Cars, Vans and Lorries**

1. Drivers will comply with the Road Traffic Act 1988, all subordinate legislation and the Highway Code.
2. Only persons with full driving licences will be permitted to drive that class of vehicle.
3. Driving licences will be checked annually.
4. All employees are required to report any driving convictions or points on their licence.
5. A system of recording accidents/incidents will be established to identify training needs
6. Training will be provided where a need is identified.
7. All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
8. Vehicles and trailers will be visually inspected daily.
9. No vehicles or trailer will be used in an un-roadworthy condition.
10. All vehicle defects will be reported immediately.
11. Mobile telephones will not be used whilst driving.
12. No one will drink alcohol; take drugs or medication which could affect their ability to drive.
13. Drivers and passengers will not smoke in company vehicles.
14. Where supplied the driver will be responsible for the inspection and re stocking of the First Aid kit.
15. In the event of a breakdown on a motorway, the driver should not undertake repairs / wheel changing themselves on the hard shoulder and should remain out of the vehicle well away from danger of being hit by traffic, until emergency vehicle arrives
16. Anyone operating a company vehicle must inform management of any medication they are prescribed that may affect their ability to drive.

## **23. Plant Safety**

- Plant operations will comply with the Provision and Use of Work Equipment Regulations 1998 and where lifting equipment/accessories used, the Lifting Operations and Lifting Equipment 1998 also.
- Plant will be selected that are suitable for purpose.
- Plant will only be operated by trained, competent and authorised persons.
- Operatives will only operate fork lift trucks of the type that they have been trained to use.
- Plant will be immobilised and keys removed from the ignition when unattended.
- All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.

- Operators will ensure the machine limits are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading points will be level and clear of obstructions.
- Noise assessments will be made before lift trucks and other plant are taken into service
- We will ensure a safe system of refuelling plant is in place at all times.
- During refuelling and maintenance, operatives will wear personal protective equipment as specified.
- Operators are responsible for daily inspections, routine maintenance, reporting of defects etc., to the appropriate supervisor.
- All incidents or accidents involving plant will be reported to the supervisor

## 24. Environmental Protection

### Environmental Policy

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful effects on the environment we have prepared a separate Environmental Policy and an Environmental Management System. Employees will be informed on all environmental aspects and issues as they affect our undertaking and the implementation of procedures detailed in our environmental management system.

### Site Waste Management Plans

Site waste management plans (SWMPs) aim to reduce the amount of waste produced on construction sites and to prevent fly-tipping. They do this by setting out how building materials, and resulting waste, is to be managed during the project.

Section 34 of the Environmental Protection Act states that we have a duty of care towards managing waste. To achieve this we require every construction project on any one construction site with an estimated cost in excess of £300,000 (excluding VAT) to have in place a SWMP before work begins. However, it is the policy of this organisation to have in place a SWMP for each construction project that it begins.

In this respect, for each construction project, BPM Contracting Services Ltd will:

- Appoint someone to take overall responsibility for the SWMP;
- Identify the types and quantities of waste that will be produced during the project by working out in advance what materials will be used and estimating how much waste will be able to be reused, recycled or disposed of;
- Work out the best options available for recycling and disposal;
- Ensure that all waste is stored and disposed of responsibly;
- Ensure a record is kept of all waste disposed of or transferred through a system of signed waste transfer notes;
- Ensure that waste contractors comply with all legal responsibilities;

- Carefully plan what materials are needed for the project and state all SWMP targets on the data sheet;
- Ensure that everyone on site knows about the SWMP;
- Develop a training programme for all contractors and site workers to ensure that everyone is aware of the importance of asking for and recording the correct paperwork, receipts, destinations for materials, etc.
- Measure how well the SWMP is working by assessing how much and what type of waste is being produced as the project runs.
- Assess how effectively the materials on site were managed and how well targets for waste management were met at the end of the project to learn lessons for future projects.

## 25. Working with Lead

Exposure to lead is potentially dangerous and the

*Control of Lead at Work Regulations 2002* have been introduced to minimise those risks.

The Regulations apply to any work involving lead where operatives are exposed to the risk of ingesting, inhaling or absorbing lead or its compounds, into their bodies. We acknowledge that there are occupational exposure limits for lead or its compounds, into their bodies. We acknowledge that there are occupational exposure limits for lead. Where engineered solutions to the control of this exposure cannot be achieved, operatives will be provided with the necessary respiratory protective equipment and protective clothing.

- Wherever our operatives are exposed to significant exposure to lead, we will carry out medical surveillance consisting of initial screening followed by blood tests etc as required by the Regulations.
- Where there is a possibility that our operatives are likely to be exposed to lead, a risk assessment of that exposure will be carried out.
- Lead is found in old paintwork and is dangerous when heat or dry abrasive methods are used for paint stripping as the lead in the fumes and dust is absorbed into the body of those exposed can result in lead poisoning.
- Where lead is known (or has the chance) to be in paintwork requiring stripping, the method used to strip the paint will be such as to prevent dust or fumes being generated. COSHH assessments will be required for chemical stripping.
- If hot work or abrasive methods are used for stripping paint, then the lead in air levels will be monitored and appropriate personal protective equipment issued and used.
- Where exposure to lead is unavoidable then the Control of Lead at Work Regulations 2002 applies and the Approved Code of Practice will be complied with.
- All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead.
- Lead can be found during demolition, refurbishment work and industrial re-roofing. In these instances, build-up of lead in the system is a possibility and health surveillance appropriate.

There are two action levels referred to in the Regulations, 'Action levels' and 'Suspension levels'. 'Action levels' are initiated when concentrations of lead in blood measured as a number in micrograms of lead for each decilitre (100 millimetres) of blood. If these are reached or exceeded we will :-

- Carry out an investigation to find out why;
- Review our control; measures; and
- Take steps to reduce the operative's blood/lead concentration. ~Suspension levels~ are concentrations of lead in blood (or urine) at which further exposure to lead must be prevented. We will :-
  - Maintain health surveillance records for at least 40 years; and
  - Conform to the HSE guidance contained in **HS(G)53**.

## 26. Asbestos in the Workplace

### Asbestos Containing Materials

It is the policy of BPM Contracting Services Ltd to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

BPM Contracting Services Ltd acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises.

We shall ensure that anyone who is going to work with ACMs is trained properly and is supervised. All operatives will receive annual asbestos awareness training. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.

### Arrangements for Managing Asbestos in the Workplace

A Refurbishment and Demolition Survey will be carried out before commencing any work on any premises constructed prior to the year 2000 to determine whether ACMs are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

A suitable risk assessment will be carried out to determine a safe system of work.

Where necessary, ACMs will be removed prior to commencing any work.

### If we uncover or damage asbestos containing materials

If we suspect ACMs are discovered during the course of the works then we shall follow the guidance given in ~Asbestos Essentials EM1~ i.e.:

- Stop work immediately.
- Decide who must do the work - we may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as we can.
- Clean up the contamination by approved contractors

Advice must be sought immediately from the site supervisor who may arrange for any necessary specialist work (air-monitoring, tests, etc.), which may be appropriate.

All work activities which involve asbestos must be reduced as far below the control limit of 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm<sup>3</sup>) as possible.

## **Non-licensed asbestos work**

All non-licensed asbestos work must follow the controls listed on HSE's asbestos essentials non-licensed tasks data sheets. There are relevant data sheets available at the office for each type of non-licensed asbestos task.

Some non-licensed asbestos work is notifiable and this must be assessed on the basis of the type of work to be carried out, the asbestos type and the material's condition.

Written records are kept of all non-licensed work which must be notified. This includes a copy of the notification with a list of workers on the job and the level of likely exposure of those workers to asbestos. All records are produced digitally & stored on our office server.

### **Health surveillance**

All workers carrying out notifiable non-licensed work with asbestos must be under the health surveillance of a licensed medical practitioner. Each worker must receive an examination of the chest & a lung function test every three years. The examination will be carried out during work time at our expense and a certificate must be issued to confirm that the examination has taken place.

## **27. Storage and Use of Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG)**

### **DSEAR**

The Dangerous Substances and Explosive Atmosphere Regulations 2002 (Amended 2015) will be complied with at all times.

### **Storage and Use of Highly Flammable Liquids (HFL)**

- Containers of all HFLs will be identified and properly marked.
- Quantities of HFLs, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.
- Bulk storage (more than 50 litres) of HFLs will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- HFL fumes and vapours will be dispersed by adequate ventilation.
- A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc.



- Manufacturers or suppliers data sheets and COSHH assessments will be provided.
- Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

## Storage and Use of Liquefied Petroleum Gases (LPG)

L P G s (butane and propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. When used we will ensure:-

- BPM Contracting Services Ltd complies with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (Amended 2015).
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- Except for special applications, LPG cylinders will always be used and stored upright.
- After use, all LPG cylinders will be returned to the store.
- When stored, used and full LPG cylinders will be stored separately and segregated from oxygen cylinders. Suitable fire extinguishers shall be in place.
- When being transported cylinders will be kept upright and secured. Vehicles will display warning notices and carry a TREM card, be equipped with suitable fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.
- Where there is evidence of an LPG leakage the following action will be taken:-
  - Gas turned off at cylinder valve;
  - i) All doors and windows opened;
  - ii) Area will be vacated and Site Manager to be informed; and
  - iii) Electrical switches and telephones WILL NOT BE OPERATED.
- In the event a cylinder catches fire, the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

## 28. Office Health and Safety, Visual Display Screens

### Office Health and Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:-

- Properly storing materials;
- Protecting against or eliminating trailing electrical cables;
- Closing filing cabinet drawers;
- Keeping staircases and fire exits clear and unobstructed;
- First aid and Fire emergency procedures will be displayed and fire drills conducted at regular intervals;

- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established;
- Chemical hazards will be subject of COSHH assessments;
- Electrical hazards will be minimised by ensuring:-
- that all cables and connections are maintained in good condition;
- Equipment is properly earthed and correctly fused;
- Sockets are not overloaded;
- Water kept away from electrical installations.
- Electrical equipment shall be subject to regular checking every 12 months

## Visual Display Screens

The health and Safety (Display Screen Equipment) Regulations 1992 place specific requirements on employers with the aim of protecting workers from the health risks associated with DSE.

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections;
- Adequate space to be provided to allow postural changes and leg room;
- All work stations should be tailored to suit individual operators and records of training kept;
- Equipment provided must be appropriate to the task;
- Work surfaces must allow for flexible arrangements;
- Work chair to be adjustable and have 5 points of contact with the floor;
- Footrest to be provided if required;
- User to take frequent short breaks away from the screen area;
- Eye sight test to be provided at request of user;
- Damaged or faulty equipment will be taken out of use and reported to management.

## 29. Protection of Young Persons

A "young person" is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A "child" is someone who is not over compulsory school age. We will ensure that where a child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a "relevant" scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Woodworking machinery.
- Mobile plant.
- Lifting equipment and accessories.
- Acting as Slinger/Signaller/Banksman in lifting operations.

## 30. Electrical Work

### Electrical Work

The Electricity at Work Regulations 1989, applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

### Competent Persons

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

- Practical experience in working with electricity and an adequate knowledge of hazards.
- Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
- The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

### General Safety Precautions

The risk of sustaining an electric shock can be reduced by adopting the following practices:

- A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
- Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
- Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
- Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
- The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they

remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.

- On no account must a three-phase socket outlet be used to supply single-phase apparatus.
- Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (risk assessment).
- If it is possible to do so, we shall always use low voltage equipment.
- The use of high voltage equipment must be strictly controlled and suitable assessments of risk, and control features, prepared prior to use.

## Underground power cables

We shall always assume cables will be present when digging in the street, pavement or near buildings. We shall use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger as per HSG47. Service plans may be obtained from regional electricity companies, local authorities, highways authorities, etc. Only operatives trained in the use of cable avoidance tools are permitted to carry out excavation work. The use of insulated hand tools to BS8020 may be used to prevent shock should a power cable be struck when excavating.

## Overhead power lines

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, we shall consult the owners about the safe working distance from the cables. All work will be carried in accordance with HSE Guidance, 'Avoidance of danger from overhead electrical lines - GS6'.

## 31. Migrant Workers

We recognise that there may be several factors making migrant workers more vulnerable, i.e. limited knowledge of the UK's health and safety system, limited proficiency in English Language, and lack of health and safety training.

When employing migrant workers we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present. The risk assessment will include consideration of the following:-

- The worker's language and literacy skills, their ability to communicate and understand information (written and oral) about the work activities and general work environment health and safety;
- The level of information, instruction, training and supervision required in relation to the work;
- Prior work experience and the extent to which it is relevant in relation to health and safety practices in the work activity being undertaken;
- Perception of risk and the extent to which this may differ due to experience of another country's health and safety workplace culture;
- Interrelationships between migrant workers and UK workers and the potential impact this could have on health and safety.

We will implement and monitor any additional control measures identified under the risk assessment.

These may include:-

- Ensuring each individual's competency matches as closely as possible the required competency for the work activities to be undertaken and reasonable attempts will be made to determine whether or not the individual has the necessary skills, qualifications and experience required, including the necessary language skills.
- Appropriate levels of information, instruction and training in their own language.
- Ensuring they are supervised by a competent person who is bilingual.

## 32. Smoking Policy

We will conform to the requirements of the Public Health, Smoke-free (Premises and Enforcement) Regulations 2007. Smoking will not be permitted in BPM Contracting Services Ltd's offices, buildings, premises (complete or under construction) that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into BPM Contracting Services Ltd and onto site.

## 33. Drugs and Alcohol Policy

Whilst most people who drink alcohol do so in moderation and with sensible regard for the consequences, there is a significant minority whose drinking brings harm to their own lives or the lives of family, friends and colleagues. Similarly, the use of drugs for non-medical reasons can disrupt such relationships and may be illegal.

BPM Contracting Services Ltd is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of employees, sub-contractors and members of the public.

BPM Contracting Services Ltd will:

- Increase the general awareness/knowledge of the workforce regarding risks associated with excess alcohol consumption and the misuse of drugs and to encourage individuals with drug or alcohol problems to seek help and assistance as appropriate
- Generally take a welfare based approach when dealing with individuals having drug or alcohol problems, however the severity of a problem or the refusal of help or drug related misconduct could lead to disciplinary procedures being invoked
- Assist line managers identify individuals with drug/alcohol related problems and encourage a company culture whereby all staff realise the importance of not covering up for individuals with known drug or alcohol problems
- Make clear that BPM Contracting Services Ltd regards excess/inappropriate alcohol consumption, or use of illegal drugs as incompatible with acceptable employment performance, by ensuring that clear statements of BPM Contracting Services Ltd rules regarding drug and alcohol are communicated to the workforce

- Ensure that BPM Contracting Services Ltd can operate in an effective manner not disrupted by drug or alcohol use, thereby reducing drug or alcohol related absenteeism and promoting satisfactory performance
- Abide by rules and procedures adopted by clients/principal contractors whilst at their premises or sites

## **34. Health Surveillance: Vibration, Management of Stress, Noise, Dermatitis, Respiratory Disorders**

BPM Contracting Services Ltd has a duty to make arrangements for health protection and surveillance to be conducted for all its employees. For diseases that have a long latency period such as asbestos related disease, there may be requirements for health surveillance to continue even after cessation of the exposure.

It is our policy to:

- Carry out risk assessments under the Management of Health and Safety at Work Regulations and any other applicable Regulations in order to decide if health surveillance is appropriate.
- Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
- Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
- Inform affected employees, and where applicable safety representatives, of the health risks and of the health surveillance procedure.
- Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
- Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
- Treat an individual's health surveillance records as confidential information.
- Inform employees, and where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
- Ensuring that health surveillance records are retained for statutory retention periods.

### **Vibration**

We will comply with our duties under the Control of Vibration at Work Regulations, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

There are two main forms of vibration hazard which can affect those working in the construction industry, they are:

**Hand-arm Vibration (HAV)** â€“ Hand transmitted vibration from tools, equipment and certain processes that produce vibration.

**Whole Body Vibration (WBV)** â€“ Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

## Controlling the Risk

The risk of permanent damage depends on a number of factors including:

For HAV:

- How high the vibration levels are.
- How long the equipment is used for.
- How awkward the equipment is to use.
- How tightly the equipment is gripped.
- How cold or wet the operative gets using the equipment.

For WBV consideration should also be given to:

- Operativeâ€™s posture.
- The design of the controls.
- The driver visibility.
- Handling and lifting operations associated with machineâ€™s operation.
- Personal factors i.e. level of fitness, etc.

The risk assessment should consider the following hierarchy:

**Elimination** â€“ Seeking alternative ways of carrying out the task without using high vibration tools i.e. hand scabbling of concrete construction joints can be eliminated by using concrete retarders sprayed or painted onto the joint. Once the concrete has cured, jet washing can then expose the top surface of the joint etc.

**Reduction** â€“ several methods should be employed, including:

- making sure that all new tools have vibration control built in;
- modifying existing tools to reduce vibration levels or the grip force needed;
- use of the right tools for the job;
- limiting the usage time to those recommended by the manufacturer or supplier;
- keeping all tools and machines in good working order;
- not using more force than necessary when using tools and machines;
- personal factors like cutting down on smoking (smoking affects blood flow);
- exercising hands and fingers to improve blood flow.

**Isolation** â€“ Job rotation.

**Control** methods include:

- information, instruction and training in the correct use of tools and equipment;
- method statement and safe systems of work briefings;
- recognition of early symptoms of injury;
- arranging advice and routine health checks if the use of high vibration tools is unavoidable;
- assessing exposure levels; keeping warm and dry; PPE.

**Management of Stress**

We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

BPM Contracting Services Ltd will:

1. Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
2. Consult with staff on all proposed action relating to the prevention of workplace stress.
3. Provide training for all managers and supervisory staff in good management practices.
4. Provide/Aid confidential counselling for staff affected by stress caused by either work or external factors.
5. Provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

**Noise**

The Noise at Work Regulations 2005 will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary. First priority should be to reduce noise levels and exposure to noise. Hearing protection should be used where other means of controlling noise has failed.

BPM Contracting Services Ltd will assess noise levels, reduce noise and exposure to noise and provide employees with information about the risk of noise, their responsibilities and how to obtain and look after ear protectors.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear



defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB(A) areas affected will be established, signed and protected against unauthorised entry. Ear protection is necessary to prevent damage to hearing. The two main types of hearing protection are disposable or re-usable ear plugs and ear muffs. Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders.

### **Exposure to noise may cause:**

- Hearing loss
- Irritation, annoyance and fatigue
- Inefficiency and lack of concentration
- Failure to hear warnings, sounds and instructions
- Safeguard your hearing:
- Use hearing protection as instructed
- Trained persons should supply and fit ear protection to suit individuals needs
- Keep ear protection clean, check regularly for damage
- Replace as necessary

A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of hearing impairment should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

### **Dermatitis/ Eczema**

Contact dermatitis is inflammation of the skin caused by contact with a range of materials. The main signs of eczema are redness, swelling, crusting and cracking and flaking of your skin. These include detergents, toiletries, chemicals and even natural products like foods and water (if contact is prolonged or frequent). It can affect all parts of the body, but it is most common to see the hands affected. There are three main types of contact dermatitis:

- Irritant contact dermatitis:
- Allergic contact dermatitis:
- Contact urticaria.

Irritant contact dermatitis is caused by things that dry out and damage the skin, e.g. detergents, solvents, oils and prolonged or frequent contact with water.

Allergic contact dermatitis occurs when someone becomes allergic to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, epoxy resins and some foods.

The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow.

Sometimes the consequences of contact with a material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of “invisible” damage to the skin that can build up until more serious signs are seen.

The BPM Contracting Services Ltd procedure is:-

1. Avoid contact with materials that cause dermatitis. Adequate Information, instruction, training and supervision will be provided
2. Protect the skin. Select suitable hand protection (barrier creams), suitable welfare facilities and appropriate PPE.
3. Check for early signs of dermatitis. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of dermatitis / eczema should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

## **Respiratory Disorders**

### **Chronic obstructive pulmonary disease (COPD)**

Chronic Obstructive Pulmonary Disease (COPD) is a long-term illness that makes breathing difficult. The lungs and breathing tubes are damaged making it difficult to get air in and out.

Common symptoms include;

- a persistent chesty cough and phlegm
- wheeze
- more frequent and troublesome chest infections
- 

COPD is a slow developing condition; the symptoms tend only to start becoming a problem in mid-life, usually in the late forties onwards. A wide variety of dust or fume have the potential to cause COPD if exposure is high and over a long period of time, for example studies suggest the following substances have the potential to cause COPD;

- Hardwood dust
- Mineral dust
- Silica dust
- Solvent fumes in paint
- Welding Fumes

Some of these occupations and substances are also linked to other diseases, for example, welding fume can cause fume fever and pneumonia. Some can also cause occupational asthma.

### **Occupational Asthma**

Breathing in substances called respiratory sensitizers at work can cause occupational asthma.

A respiratory sensitizer is a substance which when breathed in can trigger an irreversible allergic reaction in the respiratory system. Once this sensitisation reaction has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms. Sensitisation does not usually take place right away. It generally happens after several months or even years of breathing in the sensitizer

The symptoms are:

- asthma - attacks of coughing, wheezing and chest tightness
- rhinitis and conjunctivitis - runny or stuffy nose and watery or prickly eyes

Once a person is sensitised, continued exposure can result in permanent damage to their lungs and increasingly severe symptoms. People with rhinitis may go on to develop asthma. Asthma attacks are likely to become worse and can be triggered by other things such as tobacco smoke, general air pollution or even cold air.

Respiratory sensitizers<sup>TM</sup> are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires the substitution of harmful products with less harmful ones. If this is not possible then you must use adequate control measures.

Many substances and processes used in the workplace create dust and fumes. All dusts and fumes are a risk to health.

The BPM Contracting Services Ltd procedure is:-

1. Avoid long term contact with machinery or tasks that would cause COPD/Asthma.

- Adequate Information, instruction, training and supervision will be provided
- Suitable dust suppression should be provided with the machinery
- If you have any doubts about the substances or material you are to use, speak to your supervisor.

## 35. Confined Spaces Policy

A confined space can be described as a place that is substantially enclosed and there is a foreseeable specified risk<sup>TM</sup>.

A specified risk means a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided<sup>TM</sup>.

It is the policy of BPM Contracting Services Ltd to take all reasonable steps to secure the health and safety of employees, or contractors, who are required to enter into confined spaces.

BPM Contracting Services Ltd acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the organisation to ensure that any risks are reduced to a minimum.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

BPM Contracting Services Ltd will comply with the Confined Spaces Regulations 1997 and Approved Code of Practice, by ensuring that:

- A risk assessment of the work will be completed;
- Method statements will be compiled and available on site;
- Permit to work and permit to enter schemes will apply;
- No entry into a confined space shall be permitted until we are satisfied that entry is safe;
- Atmosphere testing will be continuous during the work within a confined space;
- Appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need;
- We maintain sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment, and other safety equipment, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen
- We provide training in the use of breathing apparatus, or other safety equipment, for those employees who may be required to use such equipment when working in confined spaces.
- Only suitably fit and trained personnel will be used in these operations; and
- Constant and competent supervision will be provided at the scene of operations.

## 36. Demolition and Dismantling

The Construction (Design and Management) Regulations 2015 requires that demolition or dismantling of a structure, or part of a structure, shall not commence unless a written risk assessment & method statement, prepared by a competent person, has been produced and is available to those involved in that work

This company recognises that demolition is a hazardous operation. In order to meet its high standards of health and safety, meet its legal obligations, and to ensure efficient and effective demolition works, this company will ensure that:

- All persons involved in demolition work are competent
- All persons carrying out or supervising demolition works are suitably qualified
- All equipment used in lifting operations is fully tested and inspected
- Loads do not become displaced or that equipment becomes overturned by thorough planning
- Employees working in mechanical handling are suitably qualified
- Employees are protected from harmful vibration
- All persons involved in demolition work are competent
- Plant is regularly inspected and written reports compiled

- All support materials used are inspected and are of sound condition
- Manual handling operations which might cause injury are prohibited unless a suitable assessment has been made and suitable control measures are in place
- Suitable equipment and control measures are in place for all work at height
- Employee's and others' exposure to hazardous substances, either naturally occurring or man-made, is prevented so far as is reasonably practicable
- Any necessary work in confined spaces is carried out after a risk assessment and suitable control measures have been put in place
- Any noise at work which is likely to cause injury is minimised.

## 37. Coronavirus (COVID-19)

Due to the current Coronavirus (COVID-19) pandemic, there is a risk of viral infection from individuals encountered during work. In order to meet it's high standards of health and safety, meet it's legal obligations and to ensure and effective work, this company will ensure that:

- All operatives will be provided with Coronavirus awareness training.
- All operatives will be provided with a risk assessment and method statement controlling the risk of virus infection.
- We ask all customers to establish self-isolation status before attending their premises.
- We phone/email customers/tenants to check they are happy for us to carry out works before we visit.
- We ensure that we maintain a 2m distance between yourself and other persons throughout the duration of works and the requirement more generally to avoid crowded places.
- We ensure that we provide all required PPE to minimise risk of virus infection, including masks, gloves and suits.
- All operatives must wash their hands before and after works with soap and water for 20 seconds.
- Work must be stopped immediately if the working situation changes and an unknown or unexpected Hazard presents itself.
- Sites must be fully cleared following the completion of the works, leaving it safe and clean for the end user.