



HEALTH AND SAFETY POLICY

Introduction to Safety Policy

Every employer must regard the prevention of accidents and the provision of healthy working conditions as obligations.

Mr D Britton will communicate that BHR Commercial Construction Ltd intends to:

- Prevent employees and other persons from suffering as a result of company policies and practices.
- Comply with all relevant health and safety legislation.

BHR Commercial Construction Limited recognises that accident and unsafe or unhealthy working conditions may have considerable financial implications and signal inefficient management.

This document has been prepared to define the way that this company will manage health and safety issues to meet the requirements of section 2 (3) of the Health and Safety at work Act 1974, which requires BHR Commercial Construction Limited to prepare a policy statement to implement the requirements of the act.

This policy has been drawn up taking into account the general duties of the Health and Safety at Work Act which are summarized below.

BHR Commercial Construction Limited must ensure, as far as is reasonably practicable, the health and safety or work of their employees by providing:

- A safe system of work.
- Safe plant and equipment.
- Safe means of handling, transporting, etc articles and substances.
- Adequate training, instruction, information and supervision.
- A safe place of work with safe access to and egress from the place of work.
- A safe and healthy environment.
- Adequate welfare facilities.

BHR Commercial Construction Limited must ensure that the way their work is carried out does not, as far as is reasonably practicable, affect the health and safety of non-employees e.g. contractors, visitors or general public.

When BHR Commercial Construction Limited controls premises where non-employees are required to work they will ensure, as far as is reasonably practicable, that the premises, or anything on them, does not present a risk to the health and safety of the non-employees.

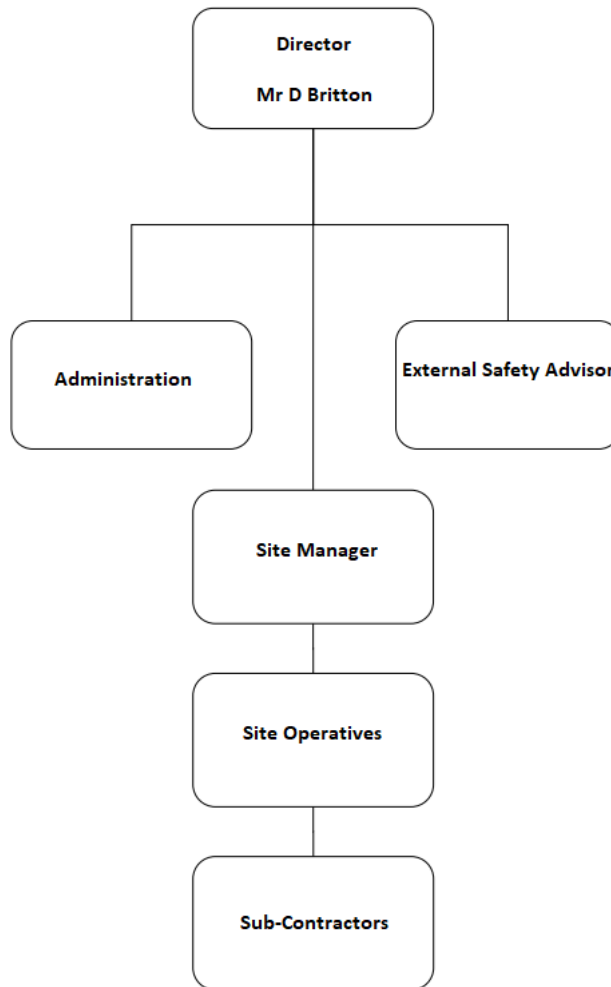
Employees must look after their own health and safety and ensure that they do not endanger others. They must co-operate with BHR Commercial Construction Limited to assist in meeting the statutory requirements.



No person must recklessly or wilfully interfere with anything provided for health and safety.

Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition and improvement notices or a prosecution of BHR Commercial Construction Ltd or individuals throughout the business for certain offences.

Organisational Structure



Directors Responsibilities

- Prepare and keep up-to-date a Statement of the company's policy for health and safety and ensure that it is brought to the notice of all employees.
- Prepare instructions for the organisation and methods for carrying out the company policy to make sure each person is aware of their responsibilities and the means by which they can carry them out.
- Mr D Britton will administer the policy throughout the company, using an external advisor to assist.
- Know the appropriate statutory requirements affecting the operations of BHR Commercial Construction Ltd.



- Ensure that appropriate training is given to all staff as necessary.
- Insist that sound working practices are observed as laid down by codes of practice and that work is planned, the risks assessed and then carried out in accordance with the statutory provisions.
- Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.
- Ensure that there is liaison on health and safety matters between the company and others working on the site.
- Institute reporting, investigations of injury, damage and loss. Carry out risk assessments as required.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for health and safety.
- Instigate liaison with external accident prevention organisations, encourage the distribution of safety literature throughout the company.
- Arrange for funds and facilities to meet requirements of the company policy for health and safety.
- Make certain that all the workforce understands that injuries, equipment damage and wastage will all be taken into account when bonuses, salary reviews and promotions are being decided.
- Set a personal example when visiting sites by wearing appropriate protective clothing.

Health and Safety Advisors Responsibilities for Safety

- To prepare and review the employers Health and Safety Policy reflecting current legislation, Approved Codes of Practice, HSE guidelines and the standards within that industry.
- Provide BHR Commercial Construction Limited with such information, advice and assistance to enable compliance with both their legal and moral duties with particular reference to the provision of:
 - Method statements.
 - Risk assessments.
 - COSHH risk assessments.
 - Fire risk assessments.
 - Toolbox talks.
 - Training.
 - Accident reporting and investigation.
 - Safety visits, inspections and audit.

Office Based Employees Responsibilities for Safety

- Take reasonable care of your own health and safety.
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work.



- Be aware of and work with the employer to reduce the risks of the typical office based hazards such as trailing leads and manual handling injuries through over stretching.
- Wear personal protective equipment allocated to you where it is mandatory.
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies and procedures.
- Not to interfere with or misuse anything that's been provided for your health, safety or welfare.
- Report any injuries, strains or illnesses you suffer as a result of doing your job.
- Tell your employer if something happens that might affect your ability to work (eg becoming pregnant or suffering an injury).
- If you drive company vehicles tell your employer if you take medication that makes you drowsy.
- Highlight anything that you consider unsafe to your line manager or safety representative. If sensible and within your remit try to resolve the problem immediately.
- Only operate equipment that you have been authorized to do so.
- Avoid wearing jewellery or loose clothing when operating machinery in which it is likely to cause a hazard

Construction Site Supervisors Responsibilities for Safety

- Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of operatives under your control and carry out all work in accordance with its requirements.
- Know the Construction Regulations applicable to the work on which your operatives are engaged and insist these Regulations are observed.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Do not allow operatives to take unnecessary risks.
- Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
- Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
- Commend operatives who, by action or initiative, eliminate hazards.
- Do not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Report immediately any defects of plant or equipment.
- Report any accident, however minor immediately.



- Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.
- Look for and suggest ways of eliminating hazards. Bring to the notice of management any improvements or additions to the Company Safety Policy which you feel should be made.

Operatives Responsibilities for Safety

- Take reasonable care of your own Health and Safety.
- Take reasonable care not to put at risk the Health and safety of others by your acts or omissions in the performance of your work
- Carry out your duties according to the information, instruction and training you have received.
- Do not operate any equipment that you are not authorized to use or carry out any work operation that you are not trained for.
- Use personal protective equipment allocated to you according to the instructions and training provided.
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies and procedures.
- Not to interfere with or misuse anything that's been provided for your health, safety or welfare.
- Report any injuries or illnesses you suffer as a result of doing your job.
- Tell your employer if something happens that might affect your ability to work (eg becoming pregnant, suffering an injury or being on medication which can affect your ability to work safely)
- Report anything or any conditions that you consider unsafe to your manager. If sensible and within your remit try to resolve the problem immediately

Site Operatives Responsibilities for Safety

- Read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Wear safety footwear and Safety hats at all times and use, where necessary, all protective clothing and safety equipment provided, e.g. goggles, respirators and so on.
- Keep tools in good condition.
- Report immediately to supervision any defects in plant or machinery.
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Do not use plant or equipment for work for which is was not intended or if you are not trained or experienced to use it.



- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not play dangerous or practical jokes or "horseplay" on site.
- Report to supervision any person seen abusing the welfare facilities provided.
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.
- Report any damage to plant or equipment.
- Suggest safer methods of working.

Sub-Contractors Responsibilities for Safety

- All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- Assessment of risk associated with any substance, process or work activity on site which will be hazardous to health and safety, must be provided before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
- Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- Sub-contractors employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitting with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipments or operations to be carried out by the Sub-contractor must be provided to our Company's Site Representative before work commences.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generator, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- Any injury sustained or damaged caused by sub-contractor's employees must be reported immediately to this company's Representative.
- Sub-contractor's employees must comply with any safety instructions given by BHR Commercial Construction Limited.



- This Company has appointed a Safety Advisor to inspect and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Company with the name of the person they have appointed as Safety Supervisor if required.
- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc, cleared as work proceeds.
- All operatives, sub-contractors, visitors, etc on the Company's sites will wear safety clothing and equipment at all times other than to areas specifically designated as "no risk" areas by the company. Signs erected on site that safety clothing and equipment to be worn must be complied with by sub-contractor personnel.
- A detailed Method Statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statement must be agreed with our Company Site Representative before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.
- **Specific insurance cover may be required by sub-contractors.**

All Personnels Responsibilities for Safety

All personnel must:

- Fully observe the rules of the Safety Policy of BHR Commercial Construction Ltd.
- Report all Safety hazards noticed on site or malfunction of any item, tool or plant immediately to their manager.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Be sensibly and safely dressed for their particular working environment.
- Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- Use all Safety equipment and all protective clothing as may be provided.
- Avoid any improvisation of any form which could create an unnecessary risk to their personal Safety and to the Safety of others.
- Maintain all tools and equipment in good condition and report any defects to their Manager immediately as they occur.
- Report all accidents to their manager whether injury is sustained or not.
- Attend any training designed to further the needs of Health and Safety.



- Become acquainted with all processes, materials and substances used in connection with their work.
- Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on clients or customers premises).
- In liaison with the immediate Supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities.
- Not partake in drinking alcohol or the taking of drugs whilst at work.
- Ensure that no pets of any description whatsoever be allowed in the confines of the contract.

In addition to the above responsibilities, the Health and Safety at Work etc Act 1974 places legal duties and statutory responsibilities on all employees.

These are:

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

- a) To take all reasonable care for the Health and Safety of himself/ herself and of the persons who may be affected by his/her acts or omissions whilst at work.
- b) To co-operate with his/her Employer to enable the Employer to carry out their legal duties or any requirement as may be imposed.

Section 8 of the Health and Safety at Work Etc Act 1974 states that:

No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of Health, Safety or Welfare.



Arrangements and Procedures for Safety

Abrasive Wheels

Any machine used as an abrasive wheel which is hired or owned by BHR Commercial Construction Ltd is provided and maintained in accordance with the Provision and Use of Workplace Equipment Regulations. The company will ensure that it is thoroughly inspected at least annually.

BHR Commercial Construction Ltd will ensure that sufficient operatives have been trained in the safe use of any abrasive wheels to be used within the business in particular with regards to changing discs or wheels.

BHR Commercial Construction Ltd will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection and other protective equipment is available and issued when required.

Any abrasive wheel with a defect which could give rise to injury will be taken out of use immediately.

Minimum PPE for the use of abrasive wheels includes safety goggles, boots, gloves and ear protection when exposed to noise levels greater than 80 dB(A).

When an abrasive wheel generates excessive dusts an FFP3 face mask and water based dust suppression system or LEV will be used.

Risk Control Measures

- Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.
- The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.
- Guards must be fitted to all abrasive wheels and kept in position.
- Ensure protection is provided against hazardous dusts which may be generated.
- Avoid wearing loose clothing especially ties, sleeves, scarfs, etc. Long hair must be tied back or a cap/hat worn.
- All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables.
- Hearing protection should be worn where necessary
- Dust suppression to be used when risks presented
- Eye protection must be worn when using abrasive wheels
- Sparks from loose particles can cause fires or explosion if near to flammable materials. The company will ensure the work area is clear of such materials and also of third parties who may be affected by such sparks.



Alcohol And Drug Abuse

Alcohol and drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others within our workplace.

BHR Commercial Construction Ltd has a robust attitude to the abuse of drugs and alcohol whilst at work.

It is the policy of BHR Commercial Construction Ltd that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who must arrange for the person to be removed from site.

If BHR Commercial Construction Ltd suspects that an employee is under the influence of drugs and alcohol the company will seek to take the employee through formal disciplinary measures.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, also the person may be affected by legitimate medication prescribed by a doctor.

These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the persons condition or cause of their condition medical advice should be sought immediately.

Cartridge Tools

BHR Commercial Construction Ltd will ensure that only cartridge tools of low velocity indirect type are used on site, and sub-contractors are informed of this policy.

Any operative who uses a cartridge tool must have adequate colour vision.

BHR Commercial Construction Ltd will ensure suitable storage facilities are provided where cartridges are stored on site.

BHR Commercial Construction Ltd will arrange for all operatives who will be required to use cartridge tools on site to be trained in the safe use of them.

Only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site.

BHR Commercial Construction Ltd will ensure that sufficient and suitable eye protection, helmets, gloves and workwear are available and issued when required.

Risk Control Measures

- Only operatives who are trained and authorised will use this equipment.
- Only low-velocity indirect type tools will be permitted on site.
- Tools and cartridges will not be left unattended and will be returned to the store when not required for use. They will be kept in the lockable box provided and not stored loose and taken on to site in that box when needed.
- Eye protection will be available and used when these tools are being operated.



- Equipment will be regularly inspected and maintained. Any defects will be reported, and the equipment not used until repaired.
- Instructions for use will be kept available in the box for each tool.
- Operators will ensure that the work area is clear of other persons when using these tools. This is especially important when penetration could go straight through the materials.
- Pin and cartridge must be selected as suitable for the work being done.
- Splinter guards must be fitted and used where appropriate.
- Ensure work is carried out from a firm and stable position.
- Cartridge tools should not be used where there is likely to be flammable vapours of gases, or there is a risk of a dust explosion.
- In the event of a misfire, follow the Manufacture's instruction exactly.

Radio Detection Receivers C.A.T. and Genny Scanning

BHR Commercial Construction Ltd will ensure that any scanning equipment which are purchased or hired for use are in accordance with the relevant standards and are selected in accordance with the company policy on noise.

BHR Commercial Construction Ltd will ensure a schedule of examination is prepared for all scanning equipment.

BHR Commercial Construction Ltd will ensure copies of the necessary thorough examination certificates are maintained and available.

BHR Commercial Construction Ltd will ensure that all operatives using a C.A.T and Genny are trained in their safe use and are competent to do so. They will ensure that the operatives have the intellectual capability to highlight any noted services on either the site plans or by physically marking them. On uncovering the buried services, the operative will highlight the nature of the services on any site plans or will inform the Site Manager as appropriate.

Operatives will be instructed in the general safety precautions to be observed, and where relevant, in any specific item of equipment, especially if required by legislation.

The Operator will check that all radio detection equipment provided for use is in good repair prior to use and will be responsible for carrying out a visual inspection before the equipment is used.

BHR Commercial Construction Ltd will ensure that any necessary safety equipment is available and used.

Additionally they will ensure that all appropriate personal protective equipment (PPE) is worn as required.

Use of Radio Detection Devices

- Obtain Plans and walk the site to check for obvious signs of utilities.



- Use safe digging practice.
- Use the C.A.T upright - NEVER swing it.
- Use Power and Radio to sweep the whole area.
- Use the sensitivity control correctly to pinpoint the conductor.
- Use the C.A.T again in the trench/hole once you have excavated approximately 0.3 m (1 ft).
- Locate deeper or smaller services not locatable from the surface.
- Remember the C.A.T alone cannot always locate every conductor including small services and street lighting - use the Genny.
- Remember the C.A.T will only trace metallic conductors and not plastic pipes or fibre optic cables for example.
- Maintain your C.A.T and Genny regularly as per the manufacturers recommendations to ensure continued trouble free performance.
- Radio Detection Receivers do not indicate whether a signal is from a single cable, several buried side by side or one above another.
- Live cables may not be detectable in the Power mode, If the cable is not loaded OR the cable load is well balanced.
- The equipment is NOT approved for use in areas where hazardous gases may be present.
- Ensure the Receiver is switched on and the battery test 'beep' has sounded before attempting to use the loudspeaker as an earphone.
- Ni-Cad batteries should be disposed of at a licensed facility.

Communicating With Employees

BHR Commercial Construction Ltd will implement a procedure where all employees will be consulted on safety matters which will help in providing a healthier and safer workplace.

BHR Commercial Construction Ltd will consult with employees or their representatives on the following matters:

- The introduction of any measures that may substantially affect the health and safety of employees
- The arrangements for appointing or nominating competent persons
- Any health and safety information the employer is required to provide
- The planning and organisation of any health and safety training
- The health and safety consequences of the introduction of new technology

Non – English Speaking Employees



In the event of the company employing Non – English speaking person's BHR Commercial Construction Ltd will ensure the safety of the individual and other personnel on site.

The company will assess the risks associated with the fact that the individual does not speak and/or understand English.

Having identified and assessed the health and safety hazards, BHR Commercial Construction Ltd will consider reasonable means of reducing the risk which may include:

- Provide greater supervision
- Allocate low risk work to Non – English speaking individuals
- Ensure maximum use of pictorial warning signs
- Provide a greater degree of training and allow additional time
- External translator

Employee Briefings

BHR Commercial Construction Ltd will regularly brief employees on Health and Safety related matters, this will be conducted through the following methods:

- Induction
- Toolbox talks
- Staff briefings
- Memos with payslips

Due to the size of the business and the short reporting lines the company does not operate a workplace safety committee.

Company Offices

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Fire precautions shall be provided and maintained in accordance with the requirements of and Regulatory Reform (Fire Safety) Order 2005.

BHR Commercial Construction Ltd will ensure that an emergency procedure is in place and that key personnel are given training in the procedure and use of firefighting equipment.

Fire drills will be organised twice yearly, the date, evacuation time and comments will be recorded.

All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at least annually or more often as recommended by the manufacturer.

The extinguishers are serviced and maintained by a reputable service company.

All fire alarms will be checked weekly, and test recorded.



All fire exits will be checked regularly by a competent nominated person.

BHR Commercial Construction Ltd will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations.

All staff required to use office machinery will be given training and instruction in its use.

All access routes, stairways, fire exits, etc, will be kept clear of all materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

Offices will be planned to avoid trailing cables on floors to office equipment.

Display screen equipment checks will be carried out on all regular users of display screen and IT equipment.

Construction Electrical Equipment

When planning work, the relevant standards will be taken into account.

All electrical equipment on the Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the relevant standards.

Plan the temporary electricity supply and distribution on site in accordance with the relevant standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the IEE Regulations.

BHR Commercial Construction Ltd will ensure that all power tools provided for use on site or other workplaces are in accordance with the relevant British Standards.

BHR Commercial Construction Ltd will ensure that no power tools or electrical equipment of greater voltage than 110 volt (CTE) are used on site unless special arrangements are made and discussed with the Supervisor. Lower voltage tools, lighting, etc. may be required in damp or confined situations. The Safety Advisor must be consulted in these situations.

BHR Commercial Construction Ltd will ensure all sub-contractors are informed of the company policy on the use of electricity on site and they will be expected to comply with these requirements.

Training will be required for employees who are required to inspect, repair or maintain equipment. In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work.

BHR Commercial Construction Ltd will ensure that any temporary electrical supply is installed and tested as planned.

BHR Commercial Construction Ltd will ensure that all sub-contractor's equipment is in good conditions and in accordance with the relevant British Standards before permitted for use on site.

Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.

BHR Commercial Construction Ltd will ensure that all power cables are installed clear of accessways and preferably above head height.



BHR Commercial Construction Ltd will ensure that festoon lighting equipment is secured above head height.

Where festoon lighting equipment is installed, it must not be of the screw on pin contact type. Only properly constructed sets with moulded on fittings will be used.

BHR Commercial Construction Ltd will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

The Operator must ensure that only authorised persons are permitted to repair or alter electrical equipment.

Arrange for immediate action to be taken to have defects remedied by a site electrician or hire company, as soon as they are reported.

Risk Control Measures

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. Work on equipment will only be done by an authorised person.
- Only 110v equipment (or less) will be used on site.
- The correct extension cables will be used to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping or similar hazards.
- Whenever possible, site electrical supplies will be protected by a residual current device or other such protection devices.
- All portable tools, cables etc should be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any sign of damage and report defect immediately.
- Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.
- If anything goes wrong, switch the equipment off and disconnect from the power supply.
- Do not lift or pull equipment by the cable, the connections may become broken and create a hazard.
- Cables will be routed so as to be protected from damage.
- On festoon lighting, all bulb sockets are live. Open sockets must be protected where a bulb is not fitted. As well as the fragments of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

Control Of Contractors

A contractor can be a company or a self-employed person providing a service to the company.



When deciding upon which contractor to use past performance with regards to safety, reliability and the quality of works provided will be considered.

If the company is looking to use a new sub-contractor, they will request information pertaining to past health and safety performance with copies of risk assessments and method statements for the works to be carried out. If these are not available, the company will agree with the sub-contractor whose safe system of work they will be working under and how safety will be managed.

Legal requirements mean that some works can only be undertaken by a registered contractor i.e. gas, electricity. Therefore, the membership of nationally recognised organisations such as Gas Safe for gas and NICEIC for electrical contractors should be checked or verified.

The contractor will be briefed about hazards presented by the works requested.

When the contractor is undertaking high risk activities a risk assessment will be requested and work shall not commence until it is provided.

All relevant Health & Safety information will be given to the contractors, such as emergency plans and procedures.

Where plant and equipment is required to be left overnight then the contractor and BHR Commercial Construction Ltd will work together to ensure that adequate control measures are taken to prevent trespassers or vandals from gaining access.

BHR Commercial Construction Ltd will work to minimise the risk to others arising from the contractors work such as objects falling from height, dust, noise, fumes etc.

Where the storage and transport of materials and waste are likely to create a danger for staff or others BHR Commercial Construction Ltd will plan works to reduce the risks to a manageable level.

The working relationship between the contractor and BHR Commercial Construction Ltd will be monitored throughout for health and safety performance. Where BHR Commercial Construction Ltd feels that the contractor has failed in their duty to work safely the company reserves the right to cancel the working agreement.

Control of Labour Only Contractors

When deciding upon which contractor to use past performance with regards to safety, reliability and the quality of works provided will always be considered.

When the company is looking to use a new labour only contractor they will interview the candidate as though they were a potential employee.

Copies of relevant professional and safety certification will be requested and copies made as appropriate. If the contractor does not have the appropriate qualifications dependent on the qualifications and individual site rules, an action plan will be agreed prior to their starting work.

Labour only contractors are covered under the public liability insurance of BHR Commercial Construction Ltd.

The contractor will be inducted to all sites by the Principal Contractor and in the event of the Principal contractor being unavailable an employed member of the companies supervisory team will



ensure that the labour only contractor is briefed about hazards presented by the works, risks involved and welfare facilities provide.

The contractor will operate under the safety supervision of BHR Commercial Construction Ltd in that risk assessments, method statements and safe systems of work will be devised by the company and the contractor will read, sign and understand them prior to starting work.

All relevant Health & Safety information will be given to the contractors, such as emergency plans and procedures.

The labour only contractor will be responsible for providing their own personal protective equipment. However, BHR Commercial Construction Ltd is responsible for ensuring that the contractor is wearing and using it as per safe system of work.

Control of Substances Hazardous to Health (COSHH)

Prior to the use of any substance BHR Commercial Construction Ltd will obtain a safety data sheet from the supplier and utilise the information contained within this to produce a COSHH risk assessment.

The COSHH assessment will provide information to all employees on the effects of the substance and what measures need to be implemented to prevent or adequately control the risks.

BHR Commercial Construction Ltd will provide employees with all the necessary PPE to ensure their safety and provide appropriate training for the safe storage and use of the equipment.

All equipment will be maintained and stored in a suitable location to protect the PPE from contamination, loss or damage.

BHR Commercial Construction Ltd will ensure that all First Aiders are familiar with the effects identified within the COSHH assessment and ensure suitable treatment is available at all times.

The main routes of entry of substances into the body are:

- Inhalation
- Ingestion
- Absorption
- Direct Entry
- Injection

The form these substances come in could be:

- Paste
- Solid
- Vapour
- Fumes



- Dust
- Foam
- Powder
- Liquid
- Gas

All employees are to ensure that a COSHH risk assessment has been completed before work commences. If an assessment is not in place then the site manager will be informed.

Debris Chutes

BHR Commercial Construction Ltd are to establish if chutes are to be required on a contract for the safe lowering of debris.

BHR Commercial Construction Ltd will ensure that the arrangements made for scaffolding take account of the loading of the chute, debris handled, securing of support scaffold or chutes to existing building etc.

BHR Commercial Construction Ltd will ensure that calculations and design requirements, limitations, conditions, etc. as well as details of construction procedure in the event of blockages, inspections, etc. Regular refresher training on the hazards associated with debris chutes should also be provided to enhance awareness of the dangers in their use.

BHR Commercial Construction Ltd will ensure that the chute is constructed in accordance with the details provided by the scaffold contractor or supplier and that all personnel on site are instructed in loading the chutes and what to do in the event of a blockage.

The chutes will be inspected daily. After any blockage a full inspection of the chute and all supporting elements, chains, yokes, karabiner hooks, beams, etc. must be carried out for signs of distortion and any damaged components replaced.

BHR Commercial Construction Ltd will check regularly any measures taken to reduce dust from the chute at any level and at the discharge position.

BHR Commercial Construction Ltd will ensure that barriers, notices, clearance distances etc. are provided and maintained around the discharge point of the chute.

Display Screen Equipment

Safe Procedures

BHR Commercial Construction Ltd will identify the equipment which is classed as a workstation and assess the risk to health and safety of those operators who use them habitually or for continuous periods of an hour or more.

BHR Commercial Construction Ltd will plan work activities so that, where possible, short breaks away from the display screen are a regular feature. If this is not possible then deliberate breaks or pauses must be introduced.



BHR Commercial Construction Ltd will organise eye/eyesight tests at the request of the operator and ensure that the provision of suitable basic spectacles etc. where these are required for the display screen work concerned.

BHR Commercial Construction Ltd will arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects. Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.

BHR Commercial Construction Ltd will ensure that defective equipment is reported promptly and rectified as soon as possible. Where there is a risk to health and safety, the equipment will, if appropriate, not be used until remedied.

BHR Commercial Construction Ltd will ensure that breaks are taken when planned, or when necessary, and organise work to accommodate them.

Risk Control Measures

In order to minimise any potential risks to the health and safety of VDU operators, the following guidelines have been drawn up.

It should be stressed that, where the terminal is not used continuously, minor faults in equipment placement or design are not crucial. Conversely when intense and continuous operation is required, the need for optimum workplace and screen characteristics become crucial.

These guidelines should, therefore, be the subject of full consultation between Managers and Operators.

1. Operator Selection

a) Any potential operator who suffers from photosensitive epilepsy must seek specialist medical advice before carrying out any work on a VDU.

b) Eyesight tests can be carried out determine the suitability of potential operators who currently wear spectacles or contact lenses. If there are particular problems envisaged, an optician should be consulted to advise on such matters.

2. Training

All operators will receive basic training and instruction in the use of VDU's including specific information and advice on health and safety aspects.

3. Work Organisation

a) Wherever possible, work should be arranged so as to prevent long periods of continuous viewing of the terminal by a single operator. Where work on VDU's is continuous then suitable regular breaks should be incorporated into the work cycle (many organisations have agreed that a break should be taken after one hour continuous viewing at VDUs). Periods of work not involving viewing of the VDU integrated into the overall job cycle will also assist in preventing operator fatigue.



4. Display Screen

- a) The display screen should be set at right angles to the viewer's line of sight and should be freely adjustable to suit the operator.
- b) Characters should be clear and easily legible, sharp and well-defined, with a stable image.
- c) Screens should be cleaned at regular intervals using the manufacturer's recommended method and should be free of reflected glare and reflections.
- d) Equipment will be regularly maintained in line with the Manufacturer's recommendations in order that problems with display visibility do not occur.
- e) Wherever possible the operator should be able to adjust the brightness and contrast to suit the conditions.

5. Workplace Design

a) Seating

Comfortable chairs should be provided for use with VDU's which have both an adjustable back rest and adjustable seat height. The back rest should adjust both up/down and fore/aft in order to provide good lumbar support. Such facilities are crucial where the terminal is used by more than one person. The ideal position is where the forearm is horizontal when operating the keyboard. For smaller operators, a foot rest may be required to attain a proper seated position and a proper relationship to the work surface.

b) Viewing Distances

Where VDU's are used in conjunction with documents (i.e. to transfer information) then to enable easy reading of both, the viewing distance (from the eyes) should be within the range 450 mm and should not exceed 700 mm. The distance from the eyes to the screen and from the eyes to the document should be approximately equal in order to minimise changes in focus.

c) Keyboard

Text entry ("regular" typing) requires equal use of both hands for keying so the keyboard should be directly in front of the operator, at a comfortable height and with sufficient space in front to provide support for the hands and arms. Data entry, however, usually requires one hand for typing and the other for such activities as maintaining a source document reference position for manipulating source documents for data entry; then the keyboard should be directly in front of the keying hand leaving a large area free for the activity of the other hand.

The keyboard should, therefore, be detachable from the display screen console, tiltable and a document holder should be provided where necessary.

d) General

Where the operator uses many documents, sufficient desk space should be made available. The desk top and equipment should have matt surfaces in order to prevent reflections and glare. Cables and wiring should not be allowed to trail over desks or across floors.



6. Environmental Factors

a) Lighting

A luminance of between 300 to 500 lux is recommended since this will permit the reading of source documents without impairing legibility. Alternatively a supplementary desk light may be provided. External windows whose light is reflected from the screen should be provided with curtains or preferably blinds in order to avoid glare.

b) Heating

Heating standards for rooms in which VDU's are located should be the same as those for general office work. (Overheated rooms may cause drowsiness and dryness in the eyes). All VDU's generate heat and so where a number of terminals are in use in one room consideration should be given to the provision of additional ventilation. Consideration should also be given to humidity to ensure an adequate level is established and maintained.

c) Noise

Care should be taken at the planning stage to avoid irritation and stress to operators (and other staff in the vicinity) from printer noise. The extent to which this may be a problem will depend on the equipment chosen, the siting of it and the other operations being carried out.

7. Software

This must be suitable for the task, easy to use and adaptable to the operator's experience/knowledge and must provide information in a suitable format and at a suitable pace.

Electrical Safety

It is the responsibility of BHR Commercial Construction Ltd to ensure that the company is compliant with regards to electrical safety.

BHR Commercial Construction Ltd will ensure that all hard-wired electrical equipment is inspected by a competent electrician at least every five years and certificate of inspection has been issued.

BHR Commercial Construction Ltd will implement a portable appliance testing schedule and will ensure tests are carried out at regular intervals. The point at which the equipment requires testing will depend on the working environment and type of equipment used.

BHR Commercial Construction Ltd will ensure that the user of the portable appliance will check the condition of the equipment prior to use, and that a more formal inspection will be carried out at regular intervals by a competent person.

Generally, equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place can be described as portable electrical equipment.

As part of the visual inspection the user will identify the piece of equipment and where and how it will be used as well as checking the following:

- Cable covering (cuts or abrasions)
- Plug (casing cracked or pins bent)



- Non-standard joints including taped joints in the cable
- Equipment that has been used in conditions that are not suitable (wet)
- Damage to the outer covering of the equipment, including loose parts
- Overheating (burn marks on the casing)

In the event of a piece of equipment being identified as faulty it will be taken out of service to be repaired or replaced.

Excavations

When planning work, the plant, equipment, materials and procedures necessary to comply with the relevant standards will be allowed for.

BHR Commercial Construction Ltd will obtain details of the ground conditions to be encountered in excavation work or the buildings or structures affected, to enable work to be planned safely. This information will be discussed with employees or sub-contractors before excavation commences.

Special consideration will be given to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.

Training will be provided to supervisory staff required to carry out inspections and through examinations of excavations and to employees involved in trench or excavation support installation.

When applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

BHR Commercial Construction Ltd will ensure that excavation work is not started, until all plant, materials and equipment necessary to carry out the excavation work safely is available on site.

BHR Commercial Construction Ltd will ensure that no person is permitted to enter any supported excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply. Shallower trenches may require support in very poor conditions.

BHR Commercial Construction Ltd will ensure that, where possible, the excavation support is installed from ground level, otherwise precautions must be provided for the safety of operatives installing support.

BHR Commercial Construction Ltd will ensure that a competent person is appointed (or appointed by the relevant sub-contractor), to carry out daily inspections of all excavations required to be supported as noted above each shift.

BHR Commercial Construction Ltd will ensure that the Competent Person carries out an examination of any open excavation on a daily basis and a thorough examination on a weekly basis.

A thorough examination must also be carried out after blasting in or near the excavation or if there has been a fall of earth or rock or if any part of the support has been substantially damaged.

Thorough examinations must be recorded in the site register.



BHR Commercial Construction Ltd will ensure that the access and plant are routed away from the edge of the excavations.

Arrange for stop blocks or other precautions to be provided to prevent vehicles tripping into excavations, or overrunning the edges of excavations.

Arrange for materials to be stacked or placed well away from the edges of excavations.

Arrange for secure barriers to be provided around any excavation.

Arrange for securely fixed ladders to be provided for access into excavations, and to provide a means of egress in the event of flooding.

Risk Control Measures

- All excavations will require the sides supporting or battering back to an angle that is suitable for the material being excavated and the type of work in progress.
- Ensure adequate materials, plant, pumps etc are available before work commences.
- Identify underground services before excavation commences.
- Trench or excavation supports, underpinning or shoring will be designed by specialists and only installed by trained persons. A Method Statement must be provided by the groundwork's contractor before work starts.
- Installation of supports will always be carried out from the safety of an already supported or protected section.
- Ladders will be used for access unless the excavation is such as to allow easy access e.g. shallow batters, steps etc.
- If the ground is unstable, all excavations may need support. If in doubt, contact your Supervisor.
- Support all services where they cross the excavation. Do not use them as "steps" for access.
- Ensure a safe distance is kept between the excavation and any adjacent building or traffic.
- Keep spoil, tools, materials etc at least 1.5m away from edges of excavations.
- Use stops to prevent vehicles driving too close to the edge of excavations.
- Protect the public and others by installing barriers around the working areas and ensure the necessary lights, signs and barriers are maintained when the excavation is unattended.
- Wear your safety helmet, and safety footwear.
- Deep, narrow excavations may require ventilation due to presence of gases (e.g. as leaks, exhaust gases, contaminated ground etc). If in doubt contact your Supervisor.
- Do not cross the excavation unless a properly guarded gangway is provided.



- Do not stand closer than 6m from a machine whilst it is excavating or backfilling.
- Banksmen may be required for excavators if the excavation is deep or the working area is limited.
- Ensure the excavation is checked every day by a "competent" person who will be nominated by the Supervisor. A weekly thorough examination will also be made and recorded.
- Where health hazards may be encountered e.g. landfill sites, industrial sites, sewers methane gas, carbon dioxide from limestone etc, the Safety Supervisor will be asked for advice on precautions required e.g. air sampling, monitoring etc.
- Spoil heaps will be sited clear of overhead cables with the sides suitably battered to prevent collapse. When removing spoil, it will be ensured that no vertical sides are left unattached. Regular checks will be made for signs of children "burrowing" into them.
- Stability of plant will be considered when working on peat, soft ground conditions to ensure plant does not tip over or sink etc. There may be a requirement for the provision of such safeguards as excavator mats or ground stabilisation techniques. The presence of "marsh gas" (i.e. methane) which can cause an explosive mixture with air should also be considered in these conditions.
- Where necessary, excavation supports, underpinning or shoring will be designed by specialists.

Excavators Used As Cranes

BHR Commercial Construction Ltd will ensure that appropriate lifting gear and means of attaching the lifting gear to the excavator, together with the necessary test and thorough examination certificates, are arranged for issue to site before work commences.

Training will be required for excavator operators required to use excavators as cranes.

In Slinging and Banking

BHR Commercial Construction Ltd will check that the safe working load for the machine and lifting gear is not exceeded.

BHR Commercial Construction Ltd will check that the safe working load(s) are marked on the machine or a copy of the table of safe working load(s) is fixed in a clearly visible position in the cab of the machine.

BHR Commercial Construction Ltd will ensure that all hydraulic machines used for this work are fitted with check valves or other safety device to prevent the load dropping in the event of hydraulic failure.

Risk Control Measures

- Only trained and authorised persons will operate these machines and if necessary be duly certificated.
- Only trained and authorised persons will carry out slinging operations and give relevant signals to the driver. The correct lifting gear must be used.
- Excavators will be maintained and inspected regularly and any defects reported immediately.



- Excavators must not be overloaded by incorrect use or by failing to estimate the load correctly. Information about the weight of loads to be lifted must be obtained before work commences.
- Excavators must be marked with the safe working load permitted and if relevant be fitted with an automatic safe load indicator.
- Measures will be taken to ensure the stability of excavators when working on soft ground.
- All personnel working with or near these excavators will wear a safety helmet.
- All excavators must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.
- Loads will not be left suspended while that excavator is unattended.
- Loads will not be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose materials will be fully secured or covered during lifting operations.
- If any such excavator collapses or overturns on site, or any part fails, the HSE must be contacted immediately as this is a Dangerous Occurrences and reported as such under RIDDOR.
- The Safety Advisor will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.
- Appropriate precautions will be taken to ensure adequate clearance is given to overhead electricity cables and other services.
- Adequate clearance will be given when working next to any structure or object etc to prevent personnel becoming trapped.

Fire Prevention on Site

One of the important steps in providing adequate fire prevention is the assessment of fire risk during the DESIGN phase and is vital that BHR Commercial Construction Ltd in conjunction with those responsible for design aspects such as architects, engineers, contractors etc.

To ensure that fire risks and potential for damage are properly assessed and minimised during construction, and the finished building complies with statutory requirements for fire precautions.

Setting up fire escape routes and access, communications, drills and training, security measures, materials storage and waste control.

Training will cover the relevant aspects of all fire procedures and precautions including inspections and use of any fire fighting facilities provided.

Ensure all procedures and precautions are known and understood.

BHR Commercial Construction Ltd will ensure Hot Work Permit systems are used where necessary.

BHR Commercial Construction Ltd will check all fire fighting equipment, alarms, escapes and access routes, every week and keep a log of all checks, inspections, tests, drills and any other events such as alarms etc.



Monitor the arrangements and procedures for calling the fire brigade and review/revise if necessary.

BHR Commercial Construction Ltd will ensure that the site is evacuated safely during any alarm situation, and that all staff and visitors report to the assembly points.

The company will promote a safe working environment especially with regard to fire prevention.

Risk Control Measures

- Provide a suitable means of raising an alarm on the site. The alarm should be audible in all areas of the site and take account of any noise/operating machinery etc.
- Written procedures should be clearly displayed and all staff made aware of the requirements.
- Keep emergency access areas clear.
- Ensure fire exits routes are clear and unlocked when persons are on site.
- Ensure adequate fire fighting facilities are available, are clearly defined and free of obstructions.
- Ensure any design requirements for the duration of the construction period are maintained.
- Ensure temporary offices and buildings are sited correctly and of the correct fire-resisting construction. These should also have suitable fire precautions installed.
- Ensure working areas are kept clean and tidy, and waste is disposed of promptly. Keep waste collection areas away from any flammable stores, buildings etc.
- Ensure highly flammable liquids and LPG are stored correctly, and kept to a minimum on the site.
- Ensure electricity and gas supplies are correctly installed and maintained by a competent person, and are inspected regularly.
- Ensure any "Hot Permit-to-Work" is followed and the appropriate precautions taken and maintained.
- Ensure operating plant is in the open air and separated from working areas and building as far as practicable. Special procedures and precautions will be required if this is not possible. Care will need to be exercised for plant fuel to avoid spillages/leakages and ensure that provision is made to contain these.

Forklift Trucks

When planning work, the provision and use of a forklift truck will be allowed for in accordance with the relevant standards.

Training will be provided for forklift truck operators in accordance with the Approved Code of Practice.

A review on driving and safety will occur every three years or sooner if specified by the trainer.

BHR Commercial Construction Ltd will ensure that, where applicable, test certificates are valid for the complete truck.



BHR Commercial Construction Ltd will ensure that loading areas are maintained in accordance with the design and that access to racking areas is prepared in accordance with procedures.

BHR Commercial Construction Ltd will ensure that only qualified and authorised persons are permitted to operate forklift trucks.

Take appropriate action against any person who operates fork lift trucks without written authorization and also where passengers are being carried in insecure positions.

Risk Control Measures

- Trucks should be selected for the type of work to be done and the ground conditions on site.
- Only trained and certified operators will drive fork lift trucks.
- The truck must not be overloaded in excess of the manufacturer's loading table.
- Ensure the load is stable on the machine and driving operations are carried out smoothly. Well maintained pallets must be used.
- Racking Loading towers and scaffold platforms must be designed to take specified loads.
- Drivers and those involved with the use of fork lift trucks are required to wear safety clothing.
- Ensure personnel are clear of the load during lifting operations and when travelling
- Trucks must be maintained and serviced in accordance with manufactures recommendations.

Hand Arm Vibration

All work will be planned taking into account the relevant standards.

The Supervisor will: -

Ensure that where practicable an alternative to human exposure to vibration creating instruments are utilised.

Ensure operators are trained to use equipment appropriately and are not overly exposing themselves to increased use by inappropriate practice / poor posture.

Ensure that if not practicable to utilise an alternative to human exposure to vibration then any vibration generating equipment so used by the staff is of a high standard so as to reduce the level of vibration exposure.

Be aware of the symptoms of HAVS namely;

- Numbness and tingling in the fingers
- Not being able to feel things properly making working with small objects difficult
- Blanching (going white) of the fingers when exposed to vibration with the fingers being painful going red on recovery
- Joint pain or stiffness



Report any newly identified HAVS as determined under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Ensure where appropriate employees will be provided with vibration reducing gloves and that once issued those employees wear the gloves when using vibration generating machinery.

Assess daily exposure to vibration by each member of staff and set daily limits in line with The Control of Vibration at Work Regulations 2005 ACOP.

Monitor employees' exposure against the pre-determined safe limits and implement a system of job rotation to ensure that no employees exceed the daily vibration exposure level.

Risk Control Measures

- Avoid exposure to vibration if possible.
- The Safety Advisor will be asked for advice on safe working methods, precautions and safety equipment required for any work at heights where standard procedures do not already exist.
- All personnel on sites using vibration generating equipment will wear vibration affect reducing gloves.
- In line with The Control of Vibration at Work Regulations 2005 set a daily vibration exposure limit of 400 points.
- Use staff rotation across the working day to ensure that the daily vibration exposure limit is not exceeded.
- Source low vibration equipment where possible.

Handheld Power Tools

Handheld power tools include reciprocating saws, jig saws, circular saws, belt sanders, orbital sanders, drills, hammer drills, nail guns, impact wrenches, grinders, hydraulic jacks, hedge trims, polishers, routers and spray guns.

BHR Commercial Construction Ltd will ensure that employees recognise the potential for these tools to cause severe injury when they are used or maintained improperly.

Typical injuries include blinding, puncture wounds, electrical burns and shocks, severe cuts and broken bones.

Safe use of hand held power tools is necessary to reduce potential hazards and injuries to employees and others.

BHR Commercial Construction Ltd will ensure that the following general precautions are followed:

- Inspection prior to use
- Removing damaged power tools from use
- Ensure all guards in place and functioning correctly prior to use



- Plan for the possibility of long duration of vibration and noise exposures, providing PPE and job rotation as appropriate
- Maintaining and operating the tool as per the manufacturers recommended instructions
- Never use a power tool with a frayed / damaged power cords, hydraulic or air hoses
- Disconnect when not in use and prior to servicing, cleaning or changing accessory parts and consumables
- Never carry a power tool by its power cord, hydraulic or air hose
- Ensure the clothing worn by the user is appropriate to the risks presented by the tool and all appropriate PPE is issued to and worn by the user
- Long hair to be tied back or covered. Loose clothing / sleeves, jewellery to be secured or removed
- RPE to be worn when risk of airborne contaminants such as dusts, mists or fumes are presented
- All hand tools to be stored in a safe manner, especially when being transported by vehicle for works

Highly Flammable Liquids

All work will be planned in accordance with the relevant standards.

BHR Commercial Construction Ltd will:-

Ensure that suitable storage facilities are provided for highly flammable liquids in accordance with the relevant standards.

Arrange for any necessary fire-fighting equipment or materials to be available.

Training is to be provided in the procedures for working with highly flammable liquids, together with any relevant emergency procedures and use of fire-fighting equipment.

Ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in the storage facilities until required for use.

Ensure that fire resistant absorbent material is available to soak up any spillages of highly flammable liquids and that this material is immediately disposed of safely after use.

Ensure that any fire-fighting equipment, storage facilities, signs, notices, containers, etc are checked at weekly intervals and that any action is taken to rectify any defects noted.

Take appropriate action against any person disregarding safety instructions, signs or notices or misusing highly flammable liquids.

Risk Control Measures

- Ensure flammable liquids are kept in the correct storage areas until required for work and returned there when finished.
- Ensure that relevant fire extinguishers and materials are available.



- Ensure supplies of absorbent material are available to soak up spillages and a suitable closed metal container is available to contain waste until correct disposal can be arranged. Only use the correct containers, suitably marked, for such liquids.
- Do not use liquids for purposes other than that intended e.g. they must not be used for cleaning substances from the skin or clothing.
- Transportation of liquids should only be in a vehicle approved for such carriage and then, only in the authorised containers.
- Smoking will not be permitted in any place where such liquids are stored or used and the liquids will be kept away from any source of heat or ignition other than that intended as part of authorised work procedures.
- Do not use such liquids in confined spaces as the vapour given off is likely to cause an explosive mixture with air.
- Only use in well-ventilated areas.
- Report defects in equipment or facilities immediately.
- The safety advisor will be asked for advice when there is any doubt about precautions required or where highly flammable liquids are used in large quantities or in unusual situations.
- BHR Commercial Construction Ltd will arrange the supply of necessary signs, fire extinguishers etc on request.

Hire Of Scaffold

Planning Procedures

At tender or negotiation stage, as far as possible the scaffolding requirements for a contract will be determined and allowed for in accordance with the relevant standards, and the appropriate risk assessment carried out. The identified control measures and the requirements of the site Health and Safety Plan for the work will be planned for.

The Manager will: -

- Ensure that full information is obtained from the client on the proposed loading and use (uses) of the scaffold, based conditions, public protections, tying positions, Local Authority notification requirements, overhead services, roof light positions, hazardous emissions or processes which may affect scaffolders and any other information necessary to provide the appropriate scaffold and ensure that health and safety of employees and other.
- Ensure that if a designed scaffold structure is necessary the designers prepare a planned sequence of erection and method statement to ensure maximum stability of the structure at all stages and highlighting critical sections and sequences. This planned sequence for erection must be available on site before work starts.
- Give special attentions to the planning of safe accesses and working places for scaffolders, i.e. checking of roof structures for fragile materials, provision of adequate ladders, ladder ties, anchorage for safety harnesses, provision of special access equipment where necessary and so on.



- Arrange for the scaffold supervisor to ensure that deliveries of material are planned taking into account storage facilities available on site to avoid coveringup or double handling wherever possible.
- Ensure that the company only used certificated, competent and medically suitable scaffolds.

Training

BHR Commercial Construction Ltd will: -

- Ensure that the identified control measures and sequence/methodology for the work are implemented/followed.
- Ensure that erection is carried out in accordance with the regulations, codes of practice, any current safe practices or to any planned sequence and method statement. Any difficulties in complying with planned sequence and method statement will be referred back to the designer before proceeding. Liaison with the planning supervisor may be required. An assessment of the risks elementary form such changes must be undertaken.
- Ensure that the erection area is not used as access or working area by any other person on site and liaison takes place to ensure that requirement is complied with.
- Ensure that scaffold erection is stopped if adverse weather conditions could affect the safety of steel erectors or others.
- Ensure that all necessary certificates are available for lifting appliances and equipment and that inspections of these items are carried out at the required intervals by a competent person and record maintained.
- Carry out a thorough inspection of the erected scaffolding before handing over the scaffold for use by the client. If requested a handing over certificate will be issued.
- Ensure that all necessary safety equipment, i.e. gloves, helmets, goggles, safety harnesses, etc. are provided and stored in suitable conditions prior to issue and that safety harnesses are checked before each defects. Ensure that the equipment is used correctly by all personnel as appropriate to the work they are executing.
- Ensure that safety helmets are worn by all employees and subcontractors on scaffold erection work and by other personnel on sites where scaffold erection is taking place. The helmets will be provided with chin straps for use at heights.
- Ensure that scaffolders are not required or permitted to carry out unsafe practices such as walking on untied scaffolding, climbing up or sliding down standards, etc.
- Consider as a priority the safety of the public and particularly children during scaffold erection operations and when securing a site at the end of each working shift.

Risk Control Measures

- Scaffolders erecting scaffolds with platforms more than 5 meters above the ground on company sites must hold a current record card.
- All scaffolds must be straight and square.



- All materials must be in sound condition and checked before each use by the scaffolder.
- Standards must be placed on a base plate and if necessary also on a timber sole to ensure a firm foundation.
- Tube joints in adjacent bays on lifts should be staggered and as close to the standard/ledger connection as possible.
- Swivel couplers must be used on ledgers or bracing joints.
- Face bracing must be provided to all scaffolds.
- Ties must be fitted as the scaffold is erected, and be in accordance with code of practice requirements. Where ties cannot be provided then the method of ensuring that the scaffold is adequately supported must be specified and recorded.
- Ledger bracing must be fitted as required.
- Putlog/single couplers must only be used in non-load bearing situations.
- Platform boards must be adequately supported. (A maximum span of 1.2m and maximum overhand of 150mm for 38mm thick boards)
- Guardrails and toe boards must be fitted to all exposed edges of working or access platforms.
- Ladders must be in good condition and secured at the appropriate angle with sufficient projection or other suitable handhold at the stepping off position.
- Any scaffolding being erected, altered dismantled, or otherwise not suitable for use by employees, must have a notice erected warning that it is not to be used at the point of normal access.
- The safety adviser must be consulted at an early stage if there are any extensive or unusual scaffolding conditions.
- All scaffolding must be checked at end of each working day to ensure that access to the scaffold by children has been prevented.
- Scaffold will be inspected before first use, at 7-day intervals, after adverse weather etc., and/or after substantial alterations, by a competent person and the results recorded.
- Each scaffold should be a unique identification number and carry a notice for the user indicating the current seven day access period and the load carrying capacity of the scaffold platform.
- Alteration to any scaffold must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorized to do so.
- Loading towers should be considered special structures and a design drawing available. Suitable access for loading should be provided. Base arrangement should be adequate for the extra loading. Adequate ties should be fitted. Gates must be provided and used on the loading side. Adequate bracing must be fitted.
- All other control measures related to the scaffolding work identified in the risk assessment(s) must also be implemented.



General Scaffold Checkpoints

Erection

- All scaffolds must be straight and square.
- Only sound tube, boards and fittings must be used and must be checked before each use by the scaffolder.
- All standards must be placed on a suitable base. Base plates must always be used and adequate timber soleplates used where necessary.
- All tube joints in adjacent bays or lifts should be staggered and as near to standard to ledger connection as possible.
- Sleeve couplers must be used on ledgers or bracing joints.
- Face bracing must be provided to all scaffolds.
- Ties must be provided as the scaffold is erected in accordance with the code of practice requirements.
- Ledger bracing must be fitted as required.
- Putlog or single couplers must only be used in non load bearing situations.
- Maximum span of 38mm board is 1.2 meters.
- Maximum overhand of 38mm board is 150mm.
- Guardrails and toe boards to be fitted to all exposed edges of working or access lifts. Guardrails must be at least 950mm above the edge, and there must NOT be an unprotected gap exceeding 470mm between any guardrail, toe board, barrier or other similar means of protection.
- Ladders must be in good condition and secured at the appropriate angle with sufficient projection or other handhold at the stepping off position.

Dismantling

- Ties must be in position before dismantling and removed progressively as scaffold is dismantled.
- Materials MUST NOT BE BOMBED. Any employee found “bombing” materials is subject to instant dismissal.
- Materials must not be stacked on scaffold unless structure capable of taking weight.
- Materials must be stacked tidily as dismantled to ensure safe access for others.

General

- Safety of public or others must be ensured where scaffold operations are being carried out.
- Scaffold to be erected in accordance with management instructions regarding basing out, bay length, width, lift heights and other special requirements.



- Suitable base or surface or supporting structure to be provided by client. Scaffold erection must not start until the supervisor is satisfied.
- Changes to scaffold being erected must not be carried out unless confirmed by supervisor, contractor's manager or designer as appropriate.
- Scaffolds and scaffolding areas must not be left unattended in an unsafe condition. Barriers, signs etc. must be erected as necessary.

Housekeeping

BHR Commercial Construction Ltd will –

Ensure that access points to the premises and all other routes are kept clear and free from poor housekeeping at all times.

Ensure that all employees are made aware of the need to maintain the premises in a tidy condition.

Ensure deliveries are programmed to ensure that excess materials are not stored on the premises.

Ensure storage areas are clearly defined and all employees are made aware of the requirements with regard to storage, clearing up, tidiness, etc.

Ensure that all working areas on the premises where employees are required to work are safe and free from poor housekeeping.

Ensure that all waste materials are cleared and disposed of safely.

Ensure all materials delivered to the premises will be stored safely ensuring that access points and other routes are not obstructed.

Arrange for sufficient labour and equipment to enable good housekeeping standards to be reached and maintained.

Ensure welfare areas are to be subject to both high housekeeping and high hygiene standards.

Risk Control Measures

- Clear up waste materials and dispose of correctly. Keep floor areas clean and dry if possible.
- Keep materials and items in their correct storage location until required and return them when finished.
- Keep access routes clear at all times.
- Clean up spillages immediately and dispose of waste correctly.
- Keep welfare facilities clean and do not use them as storage areas.
- Keep areas around work equipment and machinery clean and tidy.
- Ensure electrical leads are routed so as to avoid tripping hazards and they are protected from physical damage.



- Ensure all working areas are subject to ongoing high housekeeping standards.

Incident and Ill Health Reporting

All injuries sustained within the workplace to employees, sub-contractors, members of the public and visitors will be entered into the accident book.

Non routine or more serious or with the potential to become more serious accidents will be reported by the individual or their line manager to Mr D Britton and the Safety Advisor.

An accident book will be available to ensure all injuries are recorded with details of the accident.

All notifications to the HSE will be via the web link <http://www.hse.gov.uk/riddor/>

In the event of a fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations the

HSE will be notified immediately by Mr D Britton or another appropriate Manager or Supervisor.

In the case of an employee of another company being killed or seriously injured, this duty is placed on his/her employer. However, in order to ensure that BHR Commercial Construction Ltd has fully complied with legal requirements, the company will either notify the Health and Safety Executive or get confirmation that the other company has done so.

Where any injury to any employee, self-employed operative or person undergoing training (other than those reported above) results in the injured person being absent from work for more than 7 days the Health and Safety Executive will be notified within 15 days of the incident.

Over 3 day injuries must be recorded but are not reportable.

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and with a disease diagnosed as one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations the Health and Safety Executive will be notified as soon as possible but must be within 15 days.

Accidents and incidents will be investigated by the Safety Advisor as requested.

The safety advisor will send a full report of any incident asked to investigate to BHR Commercial Construction Ltd together with any photographs, statements or other relevant material for use by the company's insurers or legal advisers.

All fatalities, major injuries, reportable diseases, dangerous occurrences and other notifiable injuries will be recorded in the accident book and records will be kept for at least 3 years from the date of the last entry.

Ladders

- When planning work, the requirements of the relevant standards will be allowed for.
- Arrange for the required number and type of ladders to be provided taking into account the relevant standards and the work to be carried out.



- BHR Commercial Construction Ltd will ensure that the means of securing ladders is planned as far as possible and sufficient materials made available.
- Training provided to Supervisory staff and operatives will include the hazards and precautions relating to ladders and their use.
- Check ladders before use to ensure that there are no defects and then check at least weekly whilst in use.
- BHR Commercial Construction Ltd will ensure that where a defect is noted or a ladder is damaged, it is taken out of use immediately.
- BHR Commercial Construction Ltd will ensure that ladders in use are secured, have a solid, level base and are being used correctly.
- BHR Commercial Construction Ltd will ensure that ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands, etc.).
- BHR Commercial Construction Ltd will ensure the methods of use which could result in damage to the ladder are not permitted, e.g. securing a ladder with scaffold clip, placing board on rung to form working platform or ramp etc.
- BHR Commercial Construction Ltd will ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout its length.

Risk Control Measures

- Ladders with a defective rung must not be used.
- Ladders must be in good condition and of adequate length and strength for the work in progress.
- Ladders must be secured at the top and be long enough to extend 1.05 metres above the landing place. It is recommended that ladders are placed at an angle of 1:4.
- Place ladders on a firm level base.
- Ensure that the step-off area is clear if using a ladder to reach a platform.
- Ladders should be positioned so that over reaching is not necessary and when working persons should not stand on the top three rungs.
- Ladders should be inspected as part of the regular inspection of scaffolding on the site, and entries made and recorded.

Lifting Appliances

Risk Monitoring

BHR Commercial Construction Ltd will:-



Ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the relevant standards and that copies of certificates, register entries etc. are available on site. Any other equipment will not be used to carry out lifting operations.

Ensure that all lifting appliances and lifting gear is thoroughly examined in accordance with the LOLER Regulations and that the relevant records kept. e.g. annual inspection by a competent assessor, 6-monthly examinations of lifting gear, 12 monthly examination of lifting appliances, inspection following repairs, etc.

Ensure that areas where mobile cranes are to be set up to carry out lifting operations are levelled and consolidated. Where mobile cranes must be used in areas where there are underground ducts, drains, basements or where there is doubt of the bearing capacity of the ground an engineer must be asked to confirm that the area is suitable or that additional precautions must be taken.

Ensure that rubbish skips are not lifted by the lifting appliance unless the skip is designed and marked as being suitable for lifting purposes.

Check that lifting appliances such as gin wheels, pulley blocks, etc. are correctly erected and used.

Ensure that only authorised operatives are permitted to operate lifting appliances, sling loads or give signals. The authorised persons must be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the Supervisor must be informed immediately.

Ensure that any defect noted in any lifting appliance machine, gear or tackle is reported immediately and the equipment taken out of use if the defect could affect its safe use.

Stop work where adverse weather conditions could affect the safety of lifting operations, until conditions improve.

Risk Control Measures

- All lifting appliances must be secured and left in safe condition at the end of each working period taking into account the safety of children.
- Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel.
- If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.
- Loose items must be secured or fully covered when being handled by a lifting appliance.
- If any lift, hoist, crane or excavator collapses or overturns on site or any load-bearing part fails, the supervisor must be contacted immediately and the procedures detailed for dangerous occurrences in this policy must be carried out.
- The supervisor will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.
- All necessary training can be arranged by the Safety Advisor if required.



Lifting Operations

All lifting operations will be planned taking into account the relevant standards.

BHR Commercial Construction Ltd will ensure that lifting operations are planned taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, etc.

BHR Commercial Construction Ltd will arrange for suppliers to provide information on weights, lifting points, safe slinging procedures etc. of materials or articles supplied. Consider any height, weight, overhead service or other restrictions on or adjacent to the site before work starts, especially taking into account the safety of the public.

BHR Commercial Construction Ltd will ensure that servicing and maintenance of all lifting appliances is planned before it is taken into use of site.

Training will be required for operators of lifting appliances and banksmen, slingers or riggers.

BHR Commercial Construction Ltd will -

Ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Ensure any defects noted, are reported to the Site Supervisor or hire company immediately.

Ensure that only authorised and, where appropriate, certified operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, report to the Site Supervisor or hire company immediately.

Ensure no young person (under 18 years old) is permitted to operate any item of plant or act as banksmen unless being trained and under direct supervision.

Ensure all plant is properly secured and immobilised at the end of each day.

Ensure all necessary testing and thorough examination certificates are requested and checked and all items of plant requiring weekly inspections by operator or the competent person have the inspection recorded in the site register regardless of any register kept by the operator or plant hire company.

Ensure that any defect notified by the plant operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

Ensure that plant operators are not allowed to carry out work with a machine for which it was not intended, unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

Risk Control Measures

- Carry out daily checks on plant before use and report any defects. Notify your Supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified.
- Only trained, authorised and, where relevant, certificated persons will operate plant.



- All guards must be in good order and in position while plant is operating.
- Only use the correct item of plant for the work required.
- Ensure that work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
- Banksmen must be trained in slinging and banking.
- Ensure services schedules are available and maintained.
- Secure and immobilise plant when left unattended. Do not leave plant engines running when operator is not present, especially in public areas.
- Wear high visibility clothing when working in the vicinity of operating plant vehicles.
- Hearing protection must be worn when working in high noise levels.
- Plant operators must not drink alcohol during the working day.
- All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, piling frames etc) will be provided with safety helmets and will be required to wear them as directed.
- Personnel must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on site outside working hours must be taken, particularly if it is not possible to fully fence the site.
- Plant which contains pressure vessels such as air receivers etc will require specific inspection, tests, examinations of those parts and relevant records kept.
- Lifting appliances will be inspected weekly and have a thorough examination at the specified period in accordance with statutory requirements.

Lone Working

Lone workers are persons who work by themselves without direct contact to supervision or fellow colleagues.

If persons do work alone then a safe system of work needs to be established.

Hazards need to be identified for working alone.

A communication system needs to be set up which allows checks on the whereabouts and the safety of the lone worker.

The lone worker should have a system to summon help if required.

BHR Commercial Construction Ltd needs to ensure that:

- Employees are trained in emergency procedures.
- A communication system is in place so that staff can carry out their duties in a safe manner.
- There is a system that ensures that management have been informed that lone workers have completed their duties at the end of their working period.



Manual Handling and Lifting

Planning Procedure

All work will be planned taking into account the relevant standards.

BHR Commercial Construction Ltd will ensure that relevant assessments of manual handling operations are carried out. Materials etc will be handled as far as possible by mechanical handling device by suitably trained individual.

Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads.

All staff will be given training in the correct methods of handling and lifting loads, this training will be reviewed and updated on a regular basis.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Monitoring

BHR Commercial Construction Ltd will:-

- Instruct any operative in the correct handling and lifting of loads as required
- Ensure that a supply of suitable gloves are available for issue as required for the handling of materials which could cause injuries to the hands
- Ensure that no operative, particularly the young, pregnant and those with other special needs, is required to lift without assistance a load which is likely to cause injury

Risk Control Measures

- Wherever possible use mechanical means to lift and transport items
- Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other
- Avoid twisting, stooping or reaching to lift or deposit the load
- Ensure that access areas are clean and clear and that the lighting is adequate
- Protect sharp edges
- Avoid long lifts and if necessary change grip when the load is at waist height
- Keep the load close to your body
- Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range



- For long distances arrange supports to allow the load to be placed for brief breaks
- During repetitive work, ensure sufficient time for resting
- If more than 1 person is involved then a suitable person must be nominated to control the job
- If possible, break the load down into smaller items
- If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items which are loose to prevent the load shifting when being carried
- Avoid carrying up and down steps
- Suitable training can be arranged by C2 Safety, as requested

Mobile Elevating Work Platforms

When planning work, the requirements of the relevant standards will be taken into account.

The Supervisor will ensure that the following arrangements are planned before work involving mobile elevating platforms commences:-

The site is checked to ensure the mobile elevating work platform can be used safely, i.e. firm, level base, no holes or steps, no overhead services.

Maximum loads to be carried on platform are within safe working load limits.

That the mobile elevating work platform to be supplied complies with the relevant standards.

Inspection and maintenance procedures.

Operators and Supervisors have been trained.

Protection for public or others affected.

Operators and Supervisors will be trained in the use, maintenance and inspection of this equipment, as required.

BHR Commercial Construction Ltd will ensure that all preparatory work planned to ensure the safe use of the mobile elevating work platform is carried out before it is delivered to site, e.g. travelling areas levelled and consolidated, overhead service protection provided, protection for public, weather reports obtained etc.

BHR Commercial Construction Ltd will ensure that when the mobile elevating work platform is delivered to site, it is fitted with all necessary barriers, guards, safety devices, etc. and is in good order.

BHR Commercial Construction Ltd will ensure that no person is permitted to operate or work on mobile work elevating work platforms unless trained and authorised to do so.

Check that the mobile elevating work platform is being used correctly and is not used for work for which it is not designed or intended.



BHR Commercial Construction Ltd will ensure that any defect noted or reported is rectified, and where the defect could affect the safe use of the mobile elevating work platform, will stop its use immediately.

Carry out a weekly inspection of the mobile elevating work platform and make a record of the inspection.

Risk Control Measures

- Only trained and authorised persons will operate and work from this equipment. They will also check the equipment before each use e.g. tyres, brakes, lights, fuel/power, leaks, general defects etc. in accordance with the manufacturers guidance
- Work surface areas should be level and firm. Where rough terrain equipment is available, the manufacturers' guidance on ground support requirements will be followed
- Ensure there are no obstructions especially overhead cables etc., in the areas where the platform is to be taken or used
- Ensure clear working areas around the equipment by the use of warning signs, barriers, cones etc. This is especially important if work takes place where the public have access
- Ensure arrangements are made to ensure the stability of equipment if it is not possible to make full use of outriggers etc. that may be fitted
- Ensure good visibility and lighting during work operations
- Ensure that the safe working load for the machine is displayed and followed, that all tests, inspections and examinations are carried out and recorded
- Follow manufactures' guidance on working in windy conditions, these platforms should generally not be operated in wind exceeding 16 mph. If there is any doubt, then leave the platform at its lowest position and do not use until wind levels reduce
- Ensure safety devices fitted are working correctly
- Ensure safe access to the platform for boarding at ground level
- Ensure any electrical supply is routed safely and is connected to the mains supply in an approved manner
- Ensure the platform is fully guarded during use and provision is available and used for securing safety harnesses to the platform only during use. Work should be done only from within the platform areas without having to lean out
- Ensure guards are fitted and maintained on all moving parts where a person could be trapped or entangled. This may require a cage around the base, especially in public areas
- Wherever possible, all movement controls should be sited to be operated from the platform. If this is not possible, then clear communications should be established between the platform and ground
- Emergency stop and isolation switches etc. should be clearly marked and operatives using the equipment should be aware of the emergency procedures



- Platforms, when not in use or unattended, should be secured at ground level and immobilised to prevent unauthorised operation
- Only use the platform for the work it was intended
- Keep the platform clean and free from loose materials or debris etc. This may require regular attention depending on the work being carried out.

Mobile Plant On-Site

Mobile plant on-site typically includes:

- Excavators
- Dumpers
- Telehandlers
- Rollers
- Scissorlifts

BHR Commercial Construction Ltd will arrange for suitable plant to be provided taking into account the work to be carried out and the prevailing conditions.

Where necessary, they will arrange discussions with the local Highway Authority, Police, etc. on road crossings, traffic management, etc.

BHR Commercial Construction Ltd will plan temporary access roads, fuel storage, maintenance facilities, etc, for transport on site to minimize the environmental and safety impact of the company's operations and will ensure any necessary preparatory work required is carried out in a timely manner.

BHR Commercial Construction Ltd will ensure a planned maintenance schedule is prepared for all vehicles and details of repairs, maintenance etc recorded.

BHR Commercial Construction Ltd will ensure that all plant when delivered to site is in good order and fitted with all necessary safety devices, notices and guards.

Any defective plant must be reported to the Site Manager or the hire company. The defective plant will be taken out of service and not used until corrective repairs are carried out.

BHR Commercial Construction Ltd will ensure that only authorised licensed drivers are permitted to operate any vehicle. Where any doubt regarding the competency of any operator exists, this will be reported to the Site Manager. The operator will then be assessed to determine if they are fit to operate the plant. If they are not deemed to be competent to operate the plant they will be stopped from doing so immediately.

BHR Commercial Construction Ltd will ensure that no young person (under 18 years old) is permitted to operate any transport or act as banksman unless being trained under direct supervision.

Risk Control Measures



- Only authorised, licenced drivers will drive site transport and be over the age of 18 unless under the direct supervision of an authorised driver.
- Site transport will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects. Checks will include water, oil, fuel, lights, tyres, brakes etc.
- Site transport will only be used for the work it was designed for and will not be used improperly.
- Loads on site transport will be secure and the vehicle will not be overloaded.
- Vehicles used for transporting dangerous substances above the relevant quantity will carry the relevant marking plates and necessary information.
- No person will ride in or on any vehicle unless there is correct seating provided, and it is used correctly.
- Where necessary a banksman will be used during reversing or other operations.
- Where vehicles are required to tip into any excavation or over the edge of an embankment, then banksmen or physical stops will be used to prevent the vehicle overrunning the edges.
- Vehicles will be driven in relation to the site conditions with regards to the speed of the vehicle and especially on slopes.
- Vehicles will be left securely braked, the engine switched off and keys removed when left unattended.
- Refuelling will take place in the designated areas using the equipment provided to ensure there are no spillages.
- Vehicles will not be driven in Confined Spaces unless specific ventilation measures have been installed.
- All necessary guards will be in place before a vehicle is used on site and will not be operated without them.
- Relevant parts of vehicles will be securely propped during maintenance operations.
- Operators will not consume any intoxicating liquids or take any drugs which may interfere with their ability to carry out their duties competently during the working day or shift.

Mobile Tower Scaffolds

All work involving mobile tower scaffolds will be tendered or negotiated for taking into account relevant standards.

The Site Supervisor will ensure that mobile towers can be used safely and efficiently on site taking into account floor, ceiling heights, roof members, type of work, etc.

Where any doubt, the Safety Supervisor will be consulted for advice.

Training is to be provided to Supervisory staff required to carry out inspections and operatives required to erect, alter or dismantle mobile towers.



BHR Commercial Construction Ltd will ensure all mobile towers are erected by trained operatives or by operatives under direct supervision of competent person, and that no person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised.

Check all mobile towers before use by employees to ensure they are in accordance with relevant standards.

BHR Commercial Construction Ltd ensure all operatives required to use mobile tower scaffolds have been instructed in safe use and movement of scaffolds.

BHR Commercial Construction Ltd will ensure all mobile tower scaffolds are inspected at 7 day intervals by a competent person, and a record of the inspection made in register , which will be kept on site.

Risk Control Measures

- Check location for overhead electricity cable hazards and other obstructions.
- Towers should be erected on firm, level ground with metal base plate and adequate timber sole plates (unless ground is concrete or similar).
- Castor wheels, if fitted, should only be used on level ground and be fitted with brakes.
- Components should be correctly fitted together, and the tower kept vertical. Manufacturers instructions must be followed regarding erection, especially for bracing.
- Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance for outriggers where fitted.
- Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
- When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower.
- Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- All ladder loadings must be carried by the tower i.e. free-standing ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured.
- Platforms must be fully boarded, with guard rails and toe boards, and access provided by trapdoors.
- Towers should be loaded only in accordance with manufacturers instructions.

Monitoring And Review of Company Safety Policy

All employees will be expected to bring to the notice of their immediate Supervisor any areas where the company policy on Health, Safety and Welfare appears to be inadequate.



The safety advisor will visit BHR Commercial Construction Ltd sites / premises at regular intervals and will report on any hazards, defects or breaches of Regulations observed during the visit.

A copy of this report will be emailed to the offices of BHR Commercial Construction Ltd so that it can be established where the appropriate procedures in Company Policy have not been complied with or are deficient and action taken to ensure similar problems do not reoccur.

Annually or at other intervals as arranged, a meeting will be held between the safety advisor and Mr D Britton to discuss the previous safety performance of the Company including accident prevention and compliance with its policy to establish areas where improvements in policies, procedures, training etc could be made and to review and, where necessary, revise BHR Commercial Construction Ltd policy for Health, Safety and Welfare.

Noise

When planning work, the relevant standards will be taken into account. BHR Commercial Construction Ltd will ensure that information on the noise level of any plant and equipment which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.

BHR Commercial Construction Ltd will ensure that any static plant or equipment to be installed is planned to be in a position which takes account of the effects of noise on the workers or the public.

BHR Commercial Construction Ltd will ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the levels and frequency of noise. Arrange for the following depending on levels of noise and the action levels which apply to that level, i.e.,

First Action level 80 dB(A) daily personal exposure.

Second Action level 85 dB(A).

Above First Action level/Below Second Action level.

- A noise assessment by a competent person in writing.
- Ensure that suitable measures to reduce the risk are available to employees.

Above Second Action level or Peak Action level.

- A noise assessment as above.
- Measures to reduce the risk.
- Suitable ear defenders must be provided and worn.
- Ear Protection Zones must be demarcated and BS5378 signs displayed.
- Equipment must be maintained.

Instruction and training will be provided to employees required to work in premises or with plant which is likely to result in exposure to noise levels above the first action level.

Ensure that all plant and equipment provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors etc. are used.



Arrange for supplies of ear defenders or other hearing protection is made available on the site for any operations where it is not practicable to reduce the noise level to a safe limit.

Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise above the Second Action level or Peak Action level.

Ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the relevant Supervisor responsible for plant maintenance, or hire company immediately.

Risk Control Measures

- Ensure you obey any site instructions regarding the wearing of hearing protection in those areas designated.
- Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc closed during use, and where possible select equipment to minimise the noise levels.
- When necessary, ensure that you have been instructed in the use of any equipment provided for your protection.
- Where possible, site noisy equipment away from working or public areas.
- If the noise level exceeds 80dB(A) then hearing protection will be made available.
- If the noise level exceeds 85dB(A) then ear protectors will be worn and area clearly identified.
- Ear protection supplied will be suitable for the conditions of exposure.
- Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.
- Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided.

Office Work

- Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
- BHR Commercial Construction Ltd will ensure that the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint.
- Do not try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous to your health and safety, for which you have not received full instructions or training.
- Report any defect in office equipment or machinery immediately to your supervisor.
- BHR Commercial Construction Ltd will ensure that you know the position of the first aid box.



- BHR Commercial Construction Ltd will ensure you know the procedure in the event of a fire.
- Report any accident or damage, however minor, to your Supervisor.
- BHR Commercial Construction Ltd will ensure that corridors, office floors, doorways etc, are kept clear and free from obstruction.
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods.
- Only smoke in designated smoking areas and dispose of spent matches, cigarette ends, etc properly.
- Warn new employees, particularly young people, of known hazards.

Overhead Electricity Cables

BHR Commercial Construction Ltd will ensure when planning work, the existence of any overhead cables will be noted and allowed for in accordance with the relevant standards.

At pre-contract stage, BHR Commercial Construction Ltd will arrange for any necessary diversions or confirm safe distances, clearances, precautions, etc. with the relevant Electricity Company.

All contractors likely to be affected will be informed of any overhead cables on the site.

The protection provided will be checked by him or other responsible appointed person at regular intervals and maintained.

Permanent signs indicating the boundaries of hazardous areas will be installed and maintained. Work inside those boundaries will not take place until a specific procedure has been drawn up by either the Site Supervisor or Sub-contractor as relevant.

All staff will be instructed in the necessary procedures for safe working and will have the boundaries pointed out to them before work commences.

Risk Control Measures

- Where plant or vehicles are required to work adjacent to or pass under, or any work activity takes place in the vicinity of overhead power cables then suitable barriers will be erected in order to maintain a safe distance from the cables.
- Care will be exercised when handling long objects such as scaffold tubes, ladders etc which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to touch the power cables. Electricity can "arc" across a gap and this must also be taken into account.
- Where specific work has to take place beneath overhead cables then the cables may need to be isolated and a Permit-to-Work system operated. The Safety Supervisor must be consulted for advice in these circumstances.



- In certain situations, capacitated or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30kv. The Safety Supervisor must be consulted for specialist advice before work commences.
- Suitable notices etc may be arranged by the Site Supervisor on request.

Permit To Work

A Permit to Work procedure may be a requirement by another contractor or may be set up by BHR Commercial Construction Ltd.

In the case of procedures operated by others, detailed discussions will be required between management from our Company and the organisation of the Company operating the procedure.

If the permit procedure does not cover the requirements, improvements will be made to change the procedure.

Where Permit to Work procedures are set up by this Company, BHR Commercial Construction Ltd will ensure that the procedures are clearly defined and the personnel who will operate the system have been fully instructed.

Supervisors and operatives must be aware of the Permit Procedure and trained and instructed on the type of Plant/Machinery they are expected to work on/use.

BHR Commercial Construction Ltd will ensure that all persons under their control are aware of the permit procedure and the work for which a permit is required.

BHR Commercial Construction Ltd will ensure that notices, signs, etc. prohibiting access to areas, plant, specific work without permit are displayed and that they are maintained in position and replaced immediately if lost, damaged or become unreadable.

Take disciplinary action against any person disregarding the permit procedure.

Carry out regular checks to ensure that the permit procedure is being followed and that current permits are in the possession of persons in areas/carrying out work covered by the permit system.

Risk Control Measures

- In most cases, the person who will issue the permit and carry out the precautionary procedures etc. will be the client company or another company, therefore the procedure must be fully discussed and agreed before any work takes place.
- A Permit Record Book must be maintained for Permits, with details of each Permit under the heading.
- The record book must be kept by the person responsible for issue of permits.
- Define whether the personnel who will operate the system have been fully instructed.
- The following check list will be used :
- Does the permit procedure satisfy the legal requirements applying to the site/installation?



- Is the permit procedure recognised throughout the site/installation as being essential for certain types of work?
- Are types of work, types of jobs or areas where permits must be obtained clearly defined and known to all concerned.
- Does the permit procedure extend to all other contractors, client personnel, etc?
- Is it clearly laid down who may issue permits and how permits may be obtained?
- Are personnel who issue permits properly authorised and trained to undertake the duties placed on them and have sufficient time to carry out the duties properly?
- Is the permit procedure flexible enough to allow it to be applied to other potentially hazardous work other than that for which it was originally set up?
- Is there a clear system for requiring a stoppage of work under a permit procedure if any new hazards have arisen or old hazards recurred?
- Does the permit procedure contain clear rules about how the job should be controlled or abandoned in the event of a major or general site emergency?
- Is the issue of a permit by a person to himself constrained by the procedure in force?
- Do permits specify clearly the job to be done?
- Do permits specify clearly to whom they are issued?
- Does the recipient have to sign the permit to show that he has both read the permit and understood the conditions laid down in it?
- Does the procedure provide both for the recipient to retain the permit and for a record of live permits to be maintained at the point of issue?
- Do permits specify clearly a time limit for expiry or renewal?
- Do permits specify clearly the plant or geographical area to which work must be limited?
- Does the permit procedure include a handover mechanism for work which extends beyond a shift or other work period?
- Is a signature required when the job is complete?
- Is there a system of spot checks to ensure that permits are being followed?
- Is there a procedure for reporting any incidents that have arisen during work carried out under a permit and for reviewing the permit procedure as necessary?
- A consecutive permit number must be given to each permit issued.
- The permit must be completed in duplicate with the carbon copy retained with the record book by the person responsible for the issue of permits.
- The permit to work used by this Company must be completed as follows:



- Permit number, site, date and time issued must be completed on each Permit.

(i) Limits of Permit

This section of the permit must clearly define the area or m/c to be entered or work to be carried out under the permit.

Where work has to be carried out under a permit procedure set-up by this Company, e.g. entry into confined spaces, work on electrical equipment made dead, then the standard Company Permit to Work will be used as part of the procedure.

The date and time until which the permit is valid must be completed.

(ii) Restrictions

A permit may be issued for entry into a room or confined space but certain specific work in that areas may require a further permit in which case this requirement must be noted in this section.

Similar restrictions may apply to entry into adjoining rooms or areas, use of power tools, welding operations, etc.

(iii) Hazards

Those hazards which do not apply to the area/work should be deleted and details noted on applicable hazards in the space on the permit, e.g.

"Machinery is controlled by micro-processor and may start without warning",

"11,000 volts underground supply to adjacent transformer", etc.

(iv) Precautions

Details of isolation of electrical supply, ventilation and gas testing of atmosphere, locking-off of machinery controls and any other pre-entry or prework measures carried out to ensure safety must be noted in this section. If information is given on additional sheet, this must be noted and the additional sheet attached to the permit.

(v) Conditions

Any protective clothing required, on-going gas testing, radiation monitoring, emergency alarm and escape procedures and any other requirement while work is taking place must be noted in this section.

If information is given on additional sheet, this must be noted and the additional sheet attached to the permit.

(vi) Issue of Permit

When the permit is issued, the person issuing the permit, before signing the permit, will ensure that the precautions have been carried out and then discuss the limits, restrictions, precautions and conditions with the person to whom the permit is issued.

(vii) Receipt of Permit



The person receiving the permit, before signing it, will ensure that he understands fully the limits, restrictions and conditions of the permit and will then accept the responsibility for informing all the persons under his control.

Note: The permit will only be valid while the person to whom it was issued is still on the site. If that person must leave the site, then the permit must be cleared and cancelled and another person nominated to receive a fresh permit.

If the person to whom the permit is issued is not satisfied in any way with the precautions and conditions which apply at any time during operations, then all persons under his control must be withdrawn and the permit returned to the person who issued it with details of any difficulties, unsafe conditions, etc. encountered.

(viii) Clearance

When the permit time limit is reached, the work is complete, permit holder leaves the site etc., then this section must be signed and dated before returning the permit.

If the work has been fully completed and all tools and equipment have been removed, then the section which refers to this should be crossed out.

The permit can only be cleared by the person to whom it was issued.

(ix) Cancellation

The permit cannot be cancelled unless both copies are with the person who issued the permit and the person to whom the permit was issued has cleared the permit by completing section (viii).

Normally, only the person who issues a permit should cancel it but in some cases it may be necessary to authorise other persons to cancel permits providing that the permit record book is maintained up-to-date.

When a permit is cancelled, both sides of each copy must be marked with a clear bold diagonal line from corner to corner and both copies must be filed in a cancelled permit file. The Safety Advisor will assist, as requested, with any training required with the above procedures and any adaption etc. of the permits.

Personal Protective Equipment

BHR Commercial Construction Ltd will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection, ear defenders etc are ordered and available for use on site and that subcontractors are made aware of the site requirements for the wearing of safety helmets.

Adequate supplies of all necessary protective clothing or equipment are available on site for issue as required and that when issued to employees.

BHR Commercial Construction Ltd will ensure that before employees are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders etc.



Inform any person on site observed carrying out any process which requires the use of protective clothing or equipment, of the company policy regarding PPE and instruct them not to continue working until protective clothing or equipment is obtained. This applies to any subcontractors as well as direct employees.

BHR Commercial Construction Ltd will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued can be provided by the Safety Advisor as required.

Risk Control Measures

- All operatives are required to wear suitable footwear whilst at work on company sites. Suitable footwear may contain some or all of the following features;- steel toecap, steel midsole, waterproof (e.g. wellingtons), oil or chemical resistant soles, electricity insulating.
- Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.
- When necessary operatives will wear the appropriate hearing defenders issues and be instructed in its maintenance and use.
- Operatives will wear the eye and head protection issued as appropriate to the work carried out.
- Where necessary, operatives will wear the relevant respiratory protective equipment provided.
- All management, supervisory staff, visitors, sub-contractors and employees, shall wear PPE whilst on company sites, other than in areas specifically designated as refuges.
- Where other protective measures are not practicable, then for certain operations, the use of a safety belt or harness may be necessary. The equipment must be suitable for the particular purpose intended and generally a full harness is preferable. This equipment will be issued when required and operatives instructed in its use together with any other related equipment such as lifelines, connectors, shock absorbers, fall arrest devices etc.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.

Planning And Control

Introduction

Management of health and safety is concerned with the controlling of risks leading to an improved injury and ill-health record. This can be achieved successfully by having a safety policy which fulfils both the spirit and the letter of the law by assisting to preserve both physical and human resources and reduce financial losses and liabilities.

Management Systems

Effective systems use the safety policy as a foundation to influence activities and decisions including those concerned with resources selection, design and operation of working systems, design and delivery of products/services, and the control / disposal of waste.



Structured organisations maintain high standards by putting their policy into effective practice thus creating positive attitudes, involvement and participation at all levels. This is achieved by effective communications and the promotion of competence, enabling allemployees to contribute to the effort by good co-operation.

A planned and systematic approach to the policy implementation is aimed at minimising risks created by work activities. Risk assessment methods are used to set priorities and objectives for hazard elimination and thus risk reduction, by establishing performance standards and identifying specific ACTIONS required. Planning is the important feature of this system, by allowing hazards to be eliminated and risks reduced by designing the work method in advance rather than relying on individual protection.

Performance can thus be measured against the pre-determined standards, and identify objectives for improvements. The control of such risk is achieved by effective monitoring, which looks at the fixed elements of activities such as premises, plant, equipment, substances etc, and the variable elements such as people, procedures and working systems.

Reactive monitoring such as accident/incident investigation can identify failures of control, but proactive monitoring seeks to identify those failures before the accident/incident occurs. In both cases, the objectives are to identify not only the immediate causes of sub-standard performance, but also any underlying causes which may have implications for the health and safety management systems.

Systematic reviews of performance based on data from both monitoring activities and independent audits of the whole management system allows a constant development and improvement in health and safety management. Information produced can then be used to revise the safety policy, implementation and techniques of risk control.

Action

The aims of the above will be achieved by:-

1. Regular review of the Safety Policy.
2. Effective communication of the Safety Policy.
3. Assessment of risks by good forward planning.
4. Effective and consistent monitoring of performance standards.
5. Consultation between staff at all levels.
6. Quick and effective response when deficiencies in work systems are noted.

Plant On a Construction Site

All work will be planned in accordance with the relevant standards.

The Site Supervisor will take all aspects of the work into account to ensure that sufficient information is provided to the hire company or Plant Manager to enable the correct type of plant to be provided.



BHR Commercial Construction Ltd will ensure that competent operators and banksmen are provided or that, where necessary, full training and instruction is arranged. Where appropriate, only operators holding a current Certificate to operate plant on site. The Safety Advisor will advise on training requirements and arrange or provide training as required.

Determine whether any preparatory work is required for the installation or use of plant on site and ensure that any requirements are planned, e.g. fork lift truck storage areas, loading towers, solid base for mobile cranes, lower crane base, mixer set-up, fuel storage, road crossing etc.

Give special consideration to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.

BHR Commercial Construction Ltd will ensure a planned servicing schedule is prepared for all Company plant on site and records kept of repairs, alterations, maintenance etc.

Training will be required for all plant operators and, where relevant, only holders of an approved training or internal competency cards will operate plant.

Procedure For New Employees

All new employees will be inducted to the company at the start of employment.

BHR Commercial Construction Ltd will ensure that the induction will include as a minimum the following points.

- Explain to the new employees what he/she will be required to do and to whom he/she will be directly responsible.
- Show the new employee where the BHR Commercial Construction Ltd Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibilities.
- Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
- Warn new employees of any potentially dangerous areas of operation in the workplace.
- Ascertain if there are any training requirements for the new employee and ensure that this is provided prior to work commencing.
- Inform the new employee of the protective clothing or equipment necessary and the procedure for accessing them.
- Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents.
- Explain to the employee what should be done in the event of a fire, where the fire assembly point is and who to report to.

Prohibition And Improvement Notices

If a prohibition or improvement notice is issued by an Inspector of an enforcement authority (Health and Safety Executive, Local Authority), the person to whom it is issued must comply immediately with any instructions on the notice and the safety advisor.



The Safety Advisor will, if required, provide advice on the measures necessary to comply with the notice.

When remedial measures have been taken Mr D Britton will contact the Inspector who issued the notice to inform him/her of the action taken. This will be confirmed in writing ASAP.

BHR Commercial Construction Ltd will work with the enforcing agency to implement the best solution for all parties.

Provision And Use of Work Equipment (PUWER)

BHR Commercial Construction Ltd will ensure so far as reasonably practicable that any equipment which is used by an employee for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and, in certain circumstances inspected to ensure this remains the case.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable safety measures (protective devices, markings, warnings).

BHR Commercial Construction Ltd will implement a procedure to ensure that all equipment is regularly checked by a competent person, the results recorded and any defects rectified or the equipment replaced.

Type of equipment includes:

- Handtools
- Ladders
- Drilling machines
- Circular saws
- Lifting equipment

In addition to PUWER, any lifting equipment is also subject to the requirements of Lifting Operations and Lifting Equipment Regulations (LOLER) and thus will be subject to regular Thorough Inspections as required under these regulations.

The maximum this can be is every six months for people lifting equipment and every 12 months for material lifting equipment.

BHR Commercial Construction Ltd will assess the risk to anyone who might be affected by the equipment and these assessments will be reviewed on a regular basis.

In the event of any equipment becoming damaged during operation all employees will report the defect immediately to their Manager who will then ensure that the appropriate action is taken to maintain the safety of all personnel.

Risk Assessments



The Management of Health and Safety at Work Regulations 1999 place duties on employers and the self-employed to take certain actions as summarised below:-

- Assess the risks to health and safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments incorporated as arrangements within a Safety Policy document will be acceptable provided arrangements for identifying additional risks are in place
- One of the most important aspects of your risk assessment is accurately identifying the potential hazards in your workplace
- Where the risk is considered to be significant, then this must be recorded in writing
- Risk assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions
- Appoint one or more nominated competent persons to assist in complying with requirements
- Establish emergency procedures to be followed in the event of serious and imminent danger, and nominate sufficient competent persons to implement evacuation procedures
- Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas are shared with other employers
- Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with the others activities, and subsequently pass such information to employees in those areas
- Provide relevant training to employees in respect of:-
 - Duties and tasks allocated to them
 - Induction on first being employed
 - When transferred to new work or given increased responsibility
 - When changes in work equipment or methods are introduced

The training must be repeated periodically and take account of changes, and also take place during working hours.

Employees also have the duties as follows:-

- Use anything provided by BHR Commercial Construction Ltd in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant and safety equipment
- Inform Mr D Britton or other nominated person of any dangerous work situation or any matter that is considered to be a shortcoming in his employer's health and safety protection arrangements



Definitions:-

Hazard - this is the potential for harm.

Risk - this is the likelihood that actual harm will occur.

Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

General Procedure:-

- Identify the hazard and activities
- Assess the risks i.e. what is the nature and extent of the risk
- Are existing control measures or precautions adequate?
- Is there full compliance with the law?
- Are any further precautions required?
- Record the findings, and arrangements to be implemented if necessary
- Check competence of all staff in their duties

Any work carried out which is not covered by the generic risk assessments will have specific risk assessments carried out and written along with method statements if appropriate.

Safety Helmets

Before work starts BHR Commercial Construction Ltd will ensure that any signs relating to the wearing of helmets, are ordered and available for use on site and that sub-contractors are made aware of the site requirements for the wearing of safety helmets.

Personnel are to be informed of the areas where helmets need to be worn and instructed in their use and maintenance.

BHR Commercial Construction Ltd will ensure that safety helmets are available, and are worn in all areas unless specifically designated.

Risk Control Measures

- Wearing of Safety Helmets is now mandatory. Failure to comply could result in disciplinary action being taken against offenders.
- All supervisory and management staff are required to set a good example by the wearing of safety helmets, where required.
- All persons shall wear safety helmets whilst on site, other than in areas specifically designated in writing as being areas where the risk of head injuries is negligible. Information on any areas or working conditions where helmets need not be worn must be displayed in the canteen and site office.



- Safety helmets will be worn by persons on steel erection work. The helmets will be provided with chin straps for use at heights.
- Safety helmets must be worn by operatives working in suspended platforms.
- Plant operators and vehicle driver must wear Safety Helmets when out of their cab.
- Any person failing to comply with the mandatory Regulations will be required to leave site immediately and not return that day. Repetition of this action will result in a ban on the individual from re-entering the site.
- Safety helmets will only be used for head protection and not for any other purpose.

Scaffolding Used On Site

When planning work, as far as possible, the scaffolding requirements for a project will be determined and allowed for in accordance with the relevant standards.

BHR Commercial Construction Ltd will arrange for full details to be provided to the scaffolding sub-contractors or scaffolders regarding the proposed use and loading of scaffold to be erected.

As required training will be provided in the inspection of scaffolds and for operatives erecting, altering or dismantling scaffolds.

Only competent scaffolders will erect, alter or dismantle tube scaffold.

Before accepting a scaffold erected by a scaffolding sub-contractor for use by BHR Commercial Construction Ltds employees, the scaffold will be inspected prior to first use and a hand-over certificate will be issued.

BHR Commercial Construction Ltd will:

Ensure that all scaffolds are erected in accordance with the relevant standards.

Ensure that all scaffold is inspected every seven days (or more often if weather or other circumstances dictate) and ensure that any defect is rectified prior to use. A report of the inspection and action taken will be entered in the site inspection register

Ensure that all materials used for scaffolding are provided in accordance with the relevant British Standards and are checked before use.

Ensure that all materials are properly stored and maintained on site.

Ensure that no person other than a competent scaffolder is permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on the site.

Ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

Risk Control Measures

- All scaffold will be erected by competent scaffolders.
- All scaffolds must be straight and square.



- All materials must be in sound condition and checked before each use by the scaffolder.
- Standards must be placed on a base plate and if necessary also on a timber sole plate to ensure a firm foundation.
- Tube joints in adjacent bays or lifts should be staggered and as close to the standard/ledger connection as possible.
- Swivel couplers must be used on ledgers or bracing joints.
- Face bracing must be provided to all scaffolds.
- Ties must be fitted as the scaffold is erected, and be in accordance with Code of practice requirements. Where ties cannot be provided then the method of ensuring that the scaffold is adequately supported must be specified and recorded.
- Ledger bracing must be fitted as required.
- Putlog/single couplers must only be used in non-load bearing situations.
- Platform boards must be adequately supported. (A maximum span of 1.2m and maximum overhang of 150mm for 38mm boards).
- Guardrails and toe boards must be fitted to all exposed edges of working or access platforms.
- Ladders must be in good condition and secured at the appropriate angle with sufficient projection or other handhold at the stepping off position.
- Any scaffold being erected, altered dismantled, or otherwise not suitable for use by employees, must have a notice erected warning that it is not to be used.
- All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children and third parties has been prevented.
- Scaffold will be inspected weekly, and before first use, by a competent person and the results recorded.
- Alterations to any scaffold must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorised to do so.

Site Tidiness

BHR Commercial Construction Ltd will -

Ensure all work will be tendered for or negotiated taking into account the labour requirement and plant required to comply with relevant standards.

Ensure that before the site commences, access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and all employees are made aware of the requirements with regard to storage, clearing up, tidiness, etc.



Ensure that before employees are sent to site under the overall control of another contractor, arrangements are made for storage areas and that safe accesses and places of work will be available for employees to carry out their work safely.

Ensure that all employees are made aware of the need to maintain the site in a tidy condition throughout the contract.

Ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

Ensure that working areas and accesses on sites where employees are required to work are safe. Where difficulties are experienced, the safety advisor must be informed to discuss improvements.

Ensure that all waste materials are cleared and disposed of safely as work proceeds.

All materials delivered to site for use will be stored safely ensuring that accesses are not obstructed.

Ensure all openings in floors are securely fenced, covered and clearly marked to show that there is an opening below.

Arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with relevant standards.

Risk Control Measures

1. Stack brick bundles on a level base and no more than 2 bundles high.
2. Steel and nylon banding must be safely disposed of to a skip as soon as it is cut. Take care not to leave any bands projecting from a stack.
3. Clear up waste materials as work proceeds and dispose of correctly. Keep floor areas clean and dry if possible.
4. Keep materials and items in their correct location until required and, if relevant, return them when finished. Keep access clear to material stacks.
5. Clean up spillages immediately and dispose of waste correctly.
6. Remove protruding nails from timber before stacking.
7. Do not leave loose materials or stack sheet materials on platforms on working areas unless safely contained, or restrained. Lay sheets flat if possible.
8. Keep welfare facilities clean and do not use them for the storage of plant or materials etc.
9. Keep areas around plant and machinery clean and tidy.
10. Ensure electrical leads are routed so as to avoid trip hazards and they are protected from physical damage.
11. Do not throw debris, materials etc from a scaffold, they must be lowered to ground level or a debris chute used.
12. Thermal blocks will be covered to prevent them becoming excessively heavy in wet weather.



13. Working platforms on open joists will be correctly guarded and installed to eliminate any traps.

14. Ensure edge protection and handholds are provided to all stairways and landing openings.

15. Ensure clear access to all working areas and where necessary provide sound temporary steps or ramps.

Staff Training

BHR Commercial Construction Ltd will know the competency of individual employees and ensure that they have the required skills in order for them to perform the jobs safely.

BHR Commercial Construction Ltd will ensure that all employees are trained to a level that allows them to competently and safely perform their roles.

A regular assessment of the skills required for each job will be performed.

A regular assessment of the individual's skills will be reviewed and any appropriate shortfalls will be resolved as soon as is reasonably practical.

Skills shortfalls will be resolved via;

- Internal training by a competent manager.
- Partnering with more experienced team member and follow up interview with a competent manager.
- Home based study.
- College based study.
- External training.

Training will be prioritised based on risk level mitigated and the training that provides the greatest benefit to BHR Commercial Construction Ltd.

The company will ensure that any employees under the age of 18 have sufficient training, supervision and mentoring in place for the youngster to be able to work safely.

Stepladders, Trestles And Stagings

The requirements of relevant standards will be allowed for.

The Site Supervisor will arrange for the required numbers and types of equipment to be provided taking into account the work to be carried out and relevant standards.

Training provided to Supervisory staff and operatives will include the hazards and precautions relating to this equipment and its use.

Check all equipment, before use, to ensure that there are no defects and check at least weekly whilst in use on site.



BHR Commercial Construction Ltd will ensure that where a defect is noted, or the equipment is damaged, it is taken out of use immediately. Any repairs are to be carried out by competent persons only.

Check that the equipment is being used correctly and not being used where a safer method should be provided.

BHR Commercial Construction Ltd will ensure that, where staging are being used in roof areas, supported from roof members, only experienced operatives are permitted to carry out this work and that all necessary safety harnesses, anchorage points, etc. are provided and used.

BHR Commercial Construction Ltd will ensure that proper storage is provided for stepladders, trestles or staging, undercover where possible.

Risk Control Measures

1. Equipment should be checked for defects before use (timber should not be painted which hides defects) e.g. cracks, warps, loose hinges, missing screens, loose or damaged stiles or braces.
2. Equipment should be placed on a firm, level base.
3. If the platform is over 2m high, then alternative access methods should be considered.
4. Trestles are intended for light work and should not be overloaded.
5. Special precautions must be taken with regard to guard rails etc if trestles are used on scaffold platforms, roofs or any location above ground level. Adequate access width should be provided around such trestles.
6. Lightweight staging should be used for the platform, but if scaffold boards are used then the span should not exceed 1.5m for 38mm boards, and platforms should not overhang the support by more than 150mm.
7. Platforms should not be higher than two-thirds the height of the trestles, and in no case should the overall height be such that a person can fall more than 4.5 m.
8. Time on stepladders to be limited to short duration works only. If permanent use is required scaffold to be erected.

Underground Services

All work will be planned in accordance with the relevant standards.

The Site Supervisor will obtain full details of all underground services from the various service authorities, including;

- Local electricity Company and Mains Power Generation Company.
- Local Authority - street lighting cables, and sewers.
- Gas Company.
- Water Company - mains water, sewers.



- British Telecom.
- Television relay companies.
- Adjacent private owners and any other local special circumstances.

Where conditions are such that there are a large number of existing services, e.g. in a town centre or large industrial complex, then a Permit to Work system for excavation work will be prepared. The Safety Supervisor can provide advice on a suitable system.

Selected staff will be trained in the use of service location equipment, and the working procedures to be followed, where this is considered necessary by the Site Supervisor.

BHR Commercial Construction Ltd will ensure that, before any excavation work commences, all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes or that trial holes are carefully excavated along the line of the proposed trench or area of excavation.

Arrange for full consultation to be carried out at all stages with representatives of the various service authorities to agree any precautions required.

BHR Commercial Construction Ltd will ensure that all Supervisory staff, machine operators and Banksmen are instructed in the procedures to be followed. Any subcontractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system if applicable.

BHR Commercial Construction Ltd will ensure that any service installed as temporary supplies or as part of the permanent works is accurately plotted on a site plan and , if temporary, is physically marked along its route by means of timber stakes and notices, or other appropriate means.

Risk Control Measures

- Ensure that plans and locating equipment are available before any excavation work begins.
- Do not assume that the plans are accurate or to scale, but use them as an indicator for position, layout and numbers for services.
- Use the locating devices provided. Training will be arranged, for those persons required to use this equipment, by the Safety Advisor when requested.
- Do not rely of the locating equipment alone. Look for physical indicators such as previous excavations, junction boxes, manholes, cable transmission poles, lamp posts etc.
- Dig trial holes carefully using hand tools only, to confirm the location of services. If pointed implements have to be used then do so carefully and avoid thrusting spikes into the ground.
- Mark the line of services with paint, crayon, wooden pegs etc and place signs to indicate their presence.
- Do not assume that services will be at their recommended depth. Continue to use the locating equipment as excavations proceed.



- Do not use mechanical tools or excavators within 0.5m of any service.
- Treat all services as hazardous until safely proved otherwise. Electricity cables and gas pipes can look like water services and both electric and gas services have been known to be laid in pipes or duets etc.
- Where services are believed to be encased in solid material the services to be isolated before excavation or breaking away commences.
- If any service is damaged then it should be reported immediately and the area cleared. If a cable is struck by a machine, the operator should stay in the cab or jump clear, do not climb down.
- Water supply and sewage pipes can also be hazardous. Ensure safe exits from the excavation in case of flooding.
- All services crossing an excavation must be adequately supported and services must not be used as stepping points for access.

Use Of Skips

Permission

Under the Highways Act 1980, it is necessary to obtain written permission from the appropriate Highway Authority before placing the skip on any public highway. This may entail conditions being imposed as to the location sited, dimensions, colour/markings, disposal of contents, lighting/guarding and removal.

Following permission being granted and a skip being placed on the highway then the skip owner must ensure:-

- (i) it is adequately and correctly lit after dark.
- (ii) it is clearly marked with the owner's name and telephone number (or address).
- (iii) it is removed as soon as practicable following filling.
- (iv) conditions imposed by the granted permission have been complied with.

Siting

Skips should be on level ground with adequate firm access for vehicle loading/unloading. They should not cause an unnecessary obstruction.

Colour/Markings

Colour may be specified but Builders' Skips (Markings) Regulations 1984 specify that a plate marked with red and yellow fluorescent reflex diagonal stripes (complying with BS Au/52 Rear marking plates for vehicles), should be fitted to the outer edge of each end of a skip parked on the highway. These plates must be kept clean and should be unobstructed so that they can be seen at a reasonable distance by any users of the highway.

Loading



A front-opening skip is preferable when using wheelbarrows, but if not available then properly constructed ramps of adequate strength should be used.

Skips may require a cover to prevent debris flying out especially when using chutes.

Care And Disposal Of Contents

Highly flammable, explosive, noxious or other hazardous materials should not normally be allowed to be deposited in skips and this also includes material which could putrefy or cause a nuisance to other users of the highway.

Materials should not be allowed to spill from the skip, especially during transport and the load may require to be covered. Contents may require occasional dampening to prevent a dust nuisance.

Lighting / Guarding

Generally, a lamp will be required at each corner either on the ground or mounted on the skip.

A single skip on the highway should have an inclined line of cones on its approach each side (on a main traffic route). At night, these cones should be alternated with road danger lamps.

Two or more skips may be guarded as one, provided they are close enough together in a row.

The cones requirements may be waived if they would interfere with an access route.

Removal

This should be carried out as soon as practicable after filling. The highway permit will also stipulate the period for which the skip may be left on the highway and no skip may remain after such a permit has expired.

Lifting

Use of purpose-designed vehicles should be normal for the raising and lowering of skips but lifting by crane which may be necessary due to restricted access may be possible provided the following is carried out:-

- Consult the skip supplier.
- Inspect the skip and lifting lugs to ensure its safe lifting.
- Use suitable lifting gear, marked with SWL.
- Ensure weight of skip and contents do not exceed SWL of crane at relevant radius.
- Ensure structure where skip is to be placed can adequately support the load.
- Consider adverse effects of wind during crane operation.
- Ensure adequate protection of the public and site personnel during lifting operations.

Waste Management

BHR Commercial Construction Ltd acknowledge that a substantial cause of workplace injuries is caused by poor housekeeping.



It is our objective to run a professional organisation, this desire extends to our waste management system.

Wherever possible the company will ensure waste is segregated and recycled.

When disposing of waste the company will only use a licenced waste carrier.

Welfare, Emergency Procedures and First Aid

Welfare facilities will be provided to all employees, the minimum requirements are;

- a) Available drinking water.
- b) A means of boiling water.
- c) Hand cleanser in dispenser.
- d) Paper towels or other suitable means of drying hands.
- e) Storage facilities for protective clothing.
- f) Adequate first aid equipment.
- g) Convenient sanitary facilities

Emergency Procedures

BHR Commercial Construction Ltd will ensure that appropriate emergency procedures are in place for all employees.

Employees will be trained on these emergency procedures as part of their induction.

The emergency evacuation muster point is Site Specific.

The Site Manager is an appointed Fire Marshal / Emergency Procedure Marshal who shall ensure that a role call is conducted in order to confirm that no one is missing or left in the building.

Evacuation signage will be in place.

Emergency contact numbers will be prominently displayed either within the evacuation signage or very close to it.

An appropriate level of trained First Aiders will be in place in order to ensure that additional harm does not come to anyone in the event of an emergency evacuation.

First Aid

Mr D Britton will oversee and ensure suitable and sufficient first aid provision is in place within BHR Commercial Construction Ltd.

There will be in place appropriate well stocked first aid equipment and checked regularly to ensure its contents are up to date.

The First Aiders will be provided with full appropriate training.

The First Aiders will be provided sufficient time to perform their role fully.



Working At Height

The Work at Height Regulations 2005 is in place to protect staff and others against risks to their health whilst working at height.

Work at height, is work in any place, including a place at, above or below ground level where a person could be injured if they fell from that place. This can also include means of access and egress to a place of work.

BHR Commercial Construction Ltd will ensure that staff or others do not work at height where it can be avoided.

However, where this is not possible and operatives are required to work at height BHR Commercial Construction Ltd will:

- Provide a suitable assessment of the risks to health has been carried out.
- Ensure employees and their representative are consulted when assessing the risks connected with working at heights.
- Provide suitable work equipment or other measures to prevent falls where work at height cannot be avoided.
- Ensure all equipment used is issued with a handover certificate prior to work at height commencing. The equipment will also be inspected before first use, once a week (not exceeding 7 days), after any changes have been made to the structure, or adverse weather conditions.
- Ensure that prior to working at height, a written safe system of work, including emergency and rescue procedures, has been developed and where necessary a permit to work issued.
- Ensure that all staff involved in working at heights are aware of this policy.
- Understand its content and comply with local procedures and safe systems of work.
- Ensure all staff who work at height are fit to do so.
- Ensure that all staff who work at height and those who issue permits to work, have information, instruction, training and supervision in their use.
- Ensure all contractors employed are competent to work at height and are managed whilst on site.
- In addition to the responsibilities placed upon BHR Commercial Construction Ltd the operatives also have a duty in:
 - Assisting with the assessment of risks.
 - Complying with any safe system of work developed through risk assessment and any requirements of a permit to work.
 - Using all safety equipment supplied.
 - Follow all training and instruction given.
 - Inform their managers if they suspect that the system of work in place is ineffective or inadequate.



- Report any activity or defect likely to endanger safety.
- Report all incidents (including any near misses) and any defects in equipment.

Work In Occupied Premises

All work will take into account the relevant standards.

BHR Commercial Construction Ltd will ensure that a survey is carried out.

The Supervisor must also ensure that information is obtained from the

Owner/Occupier of the premises on special requirements of the premises e.g.

- Permit-to-Work Systems.
- Isolation points for water, gas, electricity and all other affected services.
- Fire escape routes.
- Fire alarm systems.
- Disabilities of the occupants.
- Security arrangements.
- Essential services, equipment etc to be protected during works.
- Sensitive areas such as Changing Rooms where privacy of occupants must be ensured.
- Barriers, overhead protection, fencing etc.
- Use by operatives of facilities at the premises.
- Parking, storage areas, site accommodation.
- Delivery of materials.
- Hazardous processes carried out at the premises e.g. X-Rays, use of chemicals, lifting operations etc.
- Plant which operates automatically.

(Note that the person in control of the premises, (other than domestic premises), e.g. Local Authority, Company, Education or Health Authority etc have a duty to ensure, so far as is reasonably practicable, that the premises, access to or egress from the premises and any plant or substance in the premises, do not present a risk to the health and safety of persons coming on to the premises to carry out work.

These detailed requirements must be recorded in writing and issued to Site Supervisors and representatives of the Owner or Occupier.

The work must be planned taking particular note of the health and safety precautions necessary to prevent risk to the occupiers of the premises during operations e.g.

- Storage of materials, substances, equipment.



- Use of LPG appliances.
- Fire protection.
- Electrical equipment, trailing cables.
- Maintaining safe access for occupants.
- Noise.
- Substances hazardous to health.
- Substances giving off flammable vapours etc.

The owner or occupier must be informed of the work to be carried out, hazards involved, precautions to be taken and be given the name of the supervisor to contact in the event of any queries.

It will also be necessary to ensure that the appropriate Risk Assessments have been carried out.

All supervisors, operatives and any sub-contractors involved in the work must be suitably trained and fully instructed in the specific requirements of the premises where work is to be carried out.

Construction, maintenance, repair, installation works etc to be carried out in occupied premises is covered as far as the health and safety of employees is concerned by the other sections of this policy dealing with access, work at heights, LPG, power tools, health hazards, lead, asbestos etc.

The health and safety of the occupants during the works is covered by Section 3 of the Health and Safety at Work Act 1974, which places a duty on Employers to ensure that the way they carry out their undertaking does not affect, so far as is reasonably practicable, the health and safety of persons other than their employees.

Local Authorities, Private Companies, Nationalised Industries, Health Authorities or other bodies owning occupied premises where work is to be carried out may have specific rules for contractors on their premises which can include Permit to Work Systems.

Copies of applicable regulations must be available to operatives and are maintained at head office in the case of sites where work will be completed within 6 weeks.

Information and advice on the requirements of the regulations, Guidance and Codes of Practice are available from the Supervisor as required.

Supervisors must ensure that all necessary equipment is available on site, that information relating to the existing installation is checked and that the occupier is aware of the work to be carried out and of any precautions that will be necessary to ensure the health and safety of the occupants of the premises during the work.

All planned protective measures must be provided before work commences e.g. enclosures, barriers, fencing etc.

The Supervisor will check that work is carried out as planned and ensure that there are no unsafe areas or conditions which would affect the occupants at the end of each working shift.



Risk Control Measures

- All work in occupied premises must be carried out in accordance with the appropriate sections of this policy for access equipment, electrical equipment, health hazards, noise, LPG etc but additionally taking into account the safety of the occupants which will require a consideration of their lack of awareness of the hazards involved in the work, their curiosity and any disablement.
- Particular attention must be paid to housekeeping. All accesses, fire escape routes and other areas in use by the occupants must be kept clear of materials, waste, tools and equipment, trailing leads etc. Any spills of water, oil or other substances which could create slippery conditions must be cleared up immediately.
- Areas where work is taking place must not be left unattended unless all tools, materials, equipment etc have been removed or placed in a safe position or access to the area by occupants has been prevented.
- No work involving blow lamps, welding equipment etc must be carried out within one hour of the completion of a shift and the working area must be checked for smouldering material before operatives leave the site.
- Fire extinguishers must be readily available.
- Tools and equipment must not be left unattended in occupied premises unless precautions are taken to ensure that access to the working area by occupants has been prevented.

Working With Non-Licensed Asbestos

Prior to working BHR Commercial Construction Ltd will request a copy of the asbestos register.

The asbestos register will be cross checked against the areas in which the company will be working highlighting all areas of concern to employees.

BHR Commercial Construction Ltd may work with non-licensed asbestos with appropriate control measures.

The company will NOT work with licensed asbestos.

The main route of entry into the body for asbestos fibres is inhalation. When working employees will work in such a way as to reduce the production of fibres and ensure systems are in place to limit the spread when released.

This will include;

- Cutting retaining bolts rather than the asbestos containing materials
- Creating enclosures around the work area
- Capping and capturing fibres from drilling processes
- Damping material prior to working

Control measures will also include;

- The provision of appropriate RPE – FFP3 face mask which has been face fit



tested to the individual.

- The provision of appropriate PPE – disposable overalls including head covering, non-lacing safety boots,
- Use of HEPA filtered vacuums and extraction systems
- Erection of enclosures
- Erection of warning signs
- Taping closed doors and openings
- Removing others from the work area
- Preference for hand tools over power tools
- Information instruction and training
- Double bagging and labelling of waste materials
- The provision of appropriate PPE
- Treating exposed clothing as asbestos waste
- Use of asbestos skips
- Disposal of asbestos waste at licensed facility

BHR Commercial Construction Ltd will provide employees with all the necessary PPE to ensure their safety and provide adequate training in the use of the equipment. All equipment will be maintained and stored in a suitable location to protect the PPE from contamination, loss or damage.

All employees likely to be exposed to non-licensed asbestos will be given annual asbestos awareness training as detailed in HSG 210, the training will include;

- Recognising asbestos
- How asbestos can affect your health
- The added dangers of smoking
- The uses and likely locations of asbestos
- Removal and working with non-licensed asbestos
- What the law requires
- What methods to use
- What equipment you need to do the job properly
- How to choose, use and look after PPE and RPE
- Recognising and dealing with other dangers, such as working at height
- Decontamination of yourself and work areas



- Emergency procedures
- Waste disposal

In the event of either the discovery or accidental release of suspected asbestos the employees will stop work immediately and warn any others working around them of the potential release. They will vacate the work area and ensure that others are not placed at risk this will be by erecting warning signs and warning tape. The employee will then decontaminate themselves remembering that the priority is to not inhale any fibres.

The suspected asbestos will then be reported to the person responsible, and confirmation of asbestos will be sought. If the material is found to contain asbestos the company will plan for appropriate removal / working practices for re-entry to the area.

BHR Commercial Construction Ltd will keep records of asbestos exposures for a period of at least 40 years.