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## SECTION 1 – GENERAL SAFETY POLICY

### HEALTH & SAFETY POLICY STATEMENT

BE Group is committed to provide working conditions that are safe and healthy for all employees and those under their control. BE Group's operations shall be carried out so that as far as is reasonably practicable the health, safety or condition of any person or property will not be adversely affected by their undertakings.

BE Group recognises its duties under the Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 and associated safety legislation.

The Health & Safety Policy is the direct concern of all employees. Senior management are accountable to the Directors for its implementation. This is recognised as an integral part of our business performance.

Performance shall be measured against objectives set by the Directors, with reference to sector 'best practice' and reviewed on a regular basis along with proposals for the continuous improvement of the standards achieved.

The Directors are committed to the provision of adequate resources, information and training to provide competent individuals.

Communication and involvement of all individuals with BE Group in the management of health and safety is actively promoted.

The Directors will undertake an annual review of this policy to ensure it complies with relevant safety legislation amendments and to take action if necessary to ensure its effectiveness.



Signed.....

**Peter Crompton – Director**  
**BE Group**

Dated: 13<sup>th</sup> October 2010

## SECTION 2 – ORGANISATION AND RESPONSIBILITIES

### 2.1 GENERAL ORGANISATION

To ensure the promotion of safe and healthy working environment, the following organisation has been established in order to prevent occurrences of ill health, personal injury and accidents as far as is reasonably practicable.

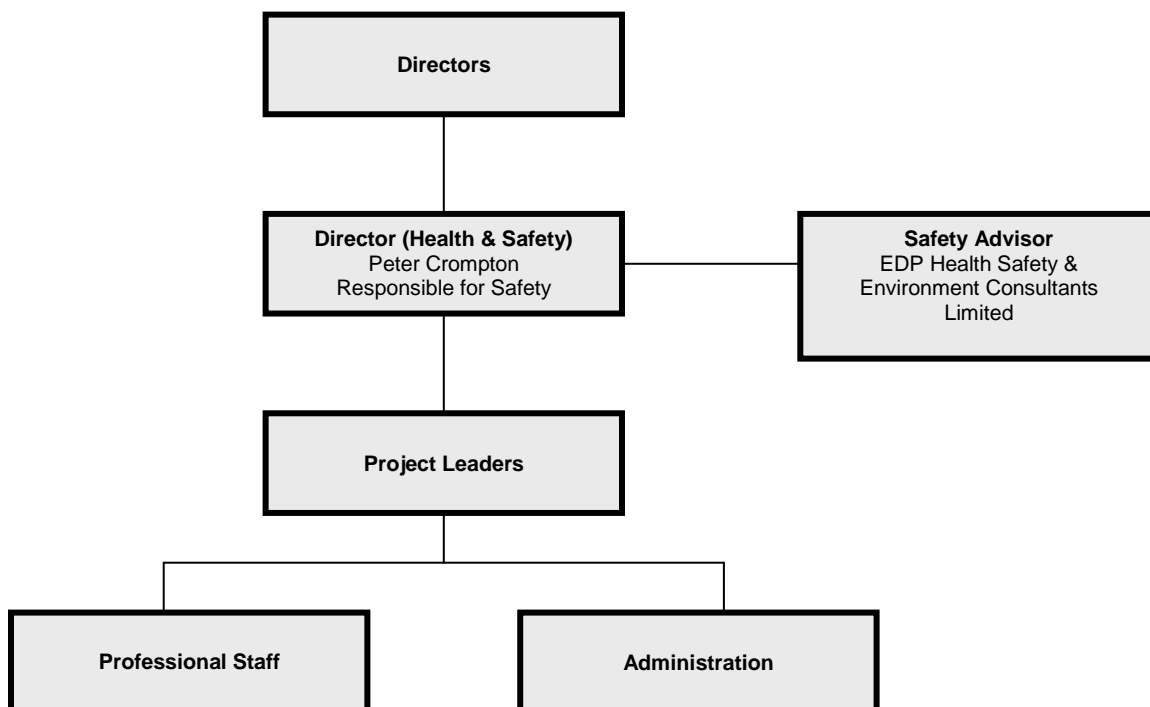
The Directors have named a person (Peter Crompton) to be responsible for co-ordinating health and safety issues throughout the organisation.

The Director (Health & Safety) is responsible for monitoring the effectiveness of BE Group's safety policy and for dealing with related problems. The Director (Health & Safety) is responsible for reporting on health and safety issues.

Workplace inspections are undertaken on a routine and regular basis. Reports are produced following each inspection tour and circulated to management. The Director (Health & Safety) is responsible for ensuring that any remedial actions required following the workplace inspection are actioned accordingly.

All employees have a duty to take reasonable care to avoid injury to themselves and others by their work activities, and to co-operate with BE Group in order to comply with any statutory safety duties and requirements. Constructive suggestions to improve health, safety and welfare will be welcomed from any employee.

### 2.2 SAFETY MANAGEMENT ORGANISATION CHART



### 2.3 RESPONSIBILITIES

#### 2.3.1 Director (Health & Safety)

The Director (Health & Safety) has established the overall Health & Safety Policy for BE Group. The Director (Health & Safety) will:

- Keep the health & safety policy under review
- Monitor its implementation and set targets or objectives for staff where appropriate and implement revisions as and when required
- Advise the other Directors on any significant matters which relate to health and safety
- Ensure that any requirements of the Health and Safety Executive (HSE) receive immediate and effective attention
- Ensure that adequate provisions and resources are made for health and safety requirements governing BE Group's undertaking and operations
- Ensure the required training is provided for the staff
- Ensure BE Group's compliance with relevant legislation, approved code of practice and other safety instructions
- Ensure appropriate procedures and arrangements are established and maintained, including the reporting and investigation of significant incidents
- Arrange for regular meetings with EDP to discuss accident prevention, performance, possible improvements, etc.

#### 2.3.2 Individual Responsibilities

Duties under the Health and Safety at Work etc Act 1974. It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work; and
- To co-operate with others.

Everyone working for BE Group is required to:

- Co-operate in implementing the requirements of all health, safety and environmental legislation, related codes of practice and safety instructions
- Refrain from doing anything which constitutes a danger to themselves or others
- Immediately bring to the attention of the Directors any situations or practices that are noted which may lead to injuries or ill health
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored
- Be responsible for good housekeeping in the area in which they are working.

## SECTION 3 – GENERAL ARRANGEMENTS

### 3.1 INFORMATION, TRAINING AND CONSULTATION

#### 3.1.1 Health & Safety information

- Copies of the health and safety policy are provided to all employees
- BE Group employs external health and safety advisors who provide guidance, advice and training
- A copy of the policy is held in the reception/waiting area.

#### 3.1.2 Training

Suitable training will be provided to ensure that employees at all levels are:

- Aware of their health and safety responsibilities, and
- Competent to carry out their duties.

Training will be identified by the Director (Health & Safety) in conjunction with senior managers. Records of all health and safety training will be maintained by BE Group.

#### 3.1.3 Young Persons

Young persons under eighteen years of age will be supervised by responsible competent persons and must receive adequate health and safety instruction in the work that is being carried out.

#### 3.1.4 Consultation

Employees and self-employed persons working under BE Group's control will be provided with copies of the General Policy Statement, details of their individual responsibilities and other instructions relevant to their work.

### 3.2 RISK ASSESSMENT

#### 3.2.1 Introduction

Throughout this Policy reference is made to the requirement for a Risk Assessment. Risk Assessment is at the centre of Occupational Health, Safety and Welfare legislation.

#### 3.2.2 Risk Assessment Requirements

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires every employer to make a *'suitable and sufficient'* assessment of:

- The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- The risks to health and safety of persons not in his employment arising out of, or in connection with the conduct by or under him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions.

#### 3.2.3 Risk Assessment

Fundamental to the Management of Health and Safety at Work Regulations 1999 is the requirement to carry out risk assessments. However, due to their wide ranging general nature

these Regulations overlap with many other existing and new Regulations. Compliance with the duty in the more specific regulation will normally be sufficient to comply with the corresponding duty in the Management of Health and Safety at Work Regulations.

The risk assessment has the following main features:

- The identification of hazards
- The quantification of the likelihood of each hazard occurring
- Access to relevant material such as HSE guidance notes to ensure hazards and risks within the workplace are correctly identified
- The evaluation of the consequences of each hazard occurring
- The date for the next review of the risk assessment.

### 3.2.4 Assessor

The risk assessor must be a competent person in terms of the Management of Health and Safety at Work Regulations. In order to minimise the number of types of assessments required to comply with the Management of Health and Safety at Work Regulations, the assessor will indicate on the assessment control records the Regulations covered. Where assessments have been carried out for specific Regulations this will be sufficient to comply with the duty of the Management of Health and Safety at Work Regulations.

### 3.2.5 Assessment and Control Record

BE Group shall describe arrangements for protective and preventative measures health surveillance, emergency procedures, information and training for employees.

### 3.2.6 Records

Assessment records will be maintained by the Office Manager and regularly monitored to ensure compliance with the current Regulations.

### 3.2.7 Responsibilities

It is the responsibility of every Project Leader to make him / herself aware of the risk assessment procedure and to ensure that a '**suitable and sufficient**' risk assessment is carried out for any activity that may expose any BE Group employee, contractor or visitor to a significant risk.

On completion of an assessment it must be copied to the Office Manager. All recommendations and additional equipment requirements will be discussed with the appropriate Director.

## 3.3 FIRE PROTECTION, EQUIPMENT AND PROCEDURES

### 3.3.1 Objective

To establish and maintain a system that identifies the fire extinguishing requirement for the office and records the usage of equipment, either for training or fire fighting needs.

### 3.3.2 Minimum Standards

The minimum standards shall take account of:

- Fire risks for the office will be identified by a fire risk assessment
- Fire extinguishing equipment shall be sited strategically in an unobstructed position and signs displayed prominently

- Employee training in the use and type of extinguisher shall be provided
- The fire extinguishing equipment shall be checked and tested regularly by the contractor employed and records maintained.

### 3.3.3 Responsibilities

- The Office Manager is responsible for maintaining a record of maintenance, usage and replenishment of fire fighting equipment, as well as ensuring that the provided fire fighting equipment is located in appropriate locations
- The Office Manager shall ensure that employees are instructed on the selection and use of fire extinguishers and the emergency evacuation procedures
- The Office Manager is responsible for the completion of the BE Group fire risk assessment; including annual reviews of the assessment and its communication to the local fire authority (in accordance with the Regulatory Reform (Fire Safety) Order 2005).

### 3.3.4 Fire Prevention

Legislation applicable to fire prevention is:

- Health & Safety at Work etc Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Petroleum Consolidation Act 1928
- Petroleum Spirit (Motor Vehicles) Regulations 1929
- The Highly Flammable Liquids & Liquefied Petroleum Gases Regulations 1972.

### 3.3.5 General Fire Precautions

Good housekeeping must be maintained in all work locations.

- All electric heaters must be safely installed and protected
- Do not store flammable liquids including aerosols other than for immediate use in the workplace
- Ensure all non-essential electrical equipment is switched off when not in use and at the end of each work day.

### 3.3.6 Portable Fire Extinguishers

**Caution: DO NOT PLACE EMPTY EXTINGUISHERS BACK IN FIRE POINT!**

Ensure you are familiar with the selection and use of all extinguishers in your area of work. If in any doubt consult the Office Manager.

Location within Ingot House	Extinguishing Agent	Colour Guide	To Be Used On	Remarks
<ul style="list-style-type: none"> <li>• Reception</li> <li>• Nr Vince Sandwell</li> <li>• Stairway Landing</li> </ul>	Water or water with special additive	Red with <b>white</b> label or band around the body	Wood, Paper Textile Fabrics	<b>DO NOT USE ON</b> Electric Fires
<ul style="list-style-type: none"> <li>• Kitchen</li> </ul>	Dry Powder	Red with <b>blue</b> label or band around the body	General Use	Isolate electricity at Main Switch
<ul style="list-style-type: none"> <li>• Downstairs Meeting Room</li> <li>• Nr Peter Crompton</li> <li>• Stairway Landing</li> </ul>	CO2	Red with <b>black</b> label or band around the body	Electrical Fires, Flammable Liquids, Flammable Gases	Isolate electricity at Main Switch to prevent re-ignition

### 3.3.7 Maintenance of Fire Extinguishing Equipment

#### Objectives

To establish and maintain a system to ensure that fire extinguishing equipment is regularly maintained and that an up to date record is maintained that records test, re-test replacement and location of equipment.

#### Minimum Standards

The fire extinguishing equipment shall be inspected by the nominated contractor periodically or as requested.

A monthly audit of fire extinguishers shall be carried out and recorded by the appointed Fire Marshal.

All such equipment shall be labelled with the most recent check shown and dated on the label. Spent or partially used extinguishers shall be returned to the supplier for replacement and subsequent recharge by the supplier.

### 3.3.8 Alarm System

BE Group operate an alarm system and carries out routine tests with an audible alarm. Details of tests, maintenance, etc, are recorded in a log book. BE Group employees are to be made aware of the sound of the alarm sirens.

### 3.3.9 Fire Drill and Instruction

#### Objective

To establish the principle of fire drills for the office.

#### Minimum Standards

BE Group will arrange fire drills to take place at least twice a year. The response time in each case will be recorded and examined for effectiveness. The office shall have an appointed

Fire Marshal who shall operate a 'sweep check' in each area or office area and report to the assembly point.

### Responsibilities

- The Office Manager is responsible for ensuring that fire/evacuation drills are carried out as scheduled, and the standard met
- The Office Manager is responsible for the appointment of Fire Marshals and for ensuring that their duties are laid down and understood
- The Office Manager is responsible for ensuring a sufficient number of people are trained and practised in the selection and use of extinguishing equipment.

### 3.3.10 Management Responsibility in the Event of a Fire

#### Objective

To establish Management's responsibility to personnel in the event of a fire in their work area.

#### Responsibility

It is the responsibility of all Directors and Project Leaders to know the procedures to be followed in the event of a fire and to ensure that all staff, current and new, are also made aware of and shown:

- Fire exits and assembly point
- Manual alarm call points
- Fire extinguisher locations
- Evacuation procedure

### 3.3.11 Action to be Taken

**Note: AT NO POINT PUT YOURSELF OR OTHER PERSONNEL AT RISK**

- Raise the alarm by breaking the Manual Alarm Call Point glass and/or dialling the emergency services
- Evacuate personnel: Special attention being paid to disabled and visitors. If a person's clothing is on fire use a rug or coat and wrap it around the person, who should be laid on the ground to prevent flames reaching the head
- On your way out of the office check that all areas are clear of personnel
- Shut all doors and windows
- Assemble at your designated assembly point. Do not allow personnel to wander around, keep them off the roads. This enables emergency response personnel free access.

Many of the above actions will occur simultaneously which is why it is essential that the Directors and Project Leaders have delegated tasks to their staff. In this way, a team is created which will be well equipped to handle the emergency quickly and safely.

### 3.3.12 Fire Marshal

#### Objective

To establish a person who has had sufficient fire training to carry out fire prevention checks and, in the event of a fire, to ensure that all personnel are safely evacuated from a building.

The fire wardens are:

- Irene Thomson
- Chris Wilson

#### Responsibility

A Fire Marshal's duties are, in the main, supervisory.

#### Fire Prevention Inspections

The Fire Marshal is to carry out Fire Prevention Inspections of the office.

#### Action in the Event of Discovering a Fire

In the event of a fire being discovered in the office, the first priority is to raise the alarm. This is done by:

- During office hours: Breaking the glass on a Manual Alarm Call Point – this will trigger a signal to the monitoring station who will contact the Fire Service
- Out of office hours: Telephoning the Emergency Service – 999 and provide the details requested.

**DO NOT ATTEMPT TO FIGHT THE FIRE  
'GET OUT AND STAY OUT'**

#### Action in the event of a fire alarm:

- In the event of an alarm being initiated in the building, guide all personnel in a controlled evacuation out of your work area and to the assembly point
- Where possible shut all windows (but DO NOT put yourself at risk)
- Ensure all fire doors are unlocked
- On your way out check all office areas to ensure the area is clear of personnel
- Do not allow personnel back into their work areas to collect personal belongings
- If any person refuses to leave, do not argue and put yourself at risk. Record the employee's name and location and notify the Fire Marshal on exit
- If you have any disabled people in your work area, delegate someone to give assistance, if required, for their evacuation from the building
- Leave the building once your area is clear
- Report to the Fire Marshal at the assembly point.

### 3.4 MANUAL HANDLING

#### 3.4.1 Introduction

Back injuries represent the major cause of lost time in all areas of industry today. The Manual Handling Operations Regulations 1992 are designed to reduce this cost to both industry and the individual person.

#### 3.4.2 Assessment

All areas of manual handling must be assessed for risk. These assessments should take account of many points. The physique of the person, the shape, size and weight of the load, the temperature and any protective equipment required to be worn when carrying out normal lifting duties. Ergonomics are also to be considered in line with pushing, turning, bending and reaching.

#### 3.4.3 Elimination

Where mechanical means can be substituted for manual handling then this should be done and the appropriate training given. Competent professional advice should be enlisted from an external source when required. Other issues to consider are factors that will affect the task, such as distance of travel, wet floors, uneven floors, gusty wind, stairs etc. Lifting covers a whole spectrum of tasks, even those encountered during emergencies.

#### 3.4.4 Employees

Employees have a duty to follow the safe system of work arising from the assessments.

#### 3.4.5 Information, Instruction and Training

Every BE Group employee will be advised of the inherent risks, instructed as to the arrangements, and trained in safe handling techniques and the need to call for assistance when required.

#### 3.4.6 Records

All results of such assessments must be recorded, monitored and reviewed periodically.

#### 3.4.7 Regulations

The regulations that cover manual handling are abundant. However, for an office with a low risk environment the Manual Handling Operations Regulations 1992 are the most appropriate.

#### 3.4.8 Responsibilities

All work carried out by employees should take account of the foregoing standards.

- The Office Manager shall ensure that all materials are handled, as far as possible, by machine and where this is impracticable that sufficient labour is available to handle heavy or awkward loads
- The Office Manager shall ensure that BE Group employees are instructed and trained in the safe handling techniques of materials.

### 3.5 SITE VISITS/VISITING OTHER ESTABLISHMENTS/ORGANISATIONS

#### 3.5.1 Introduction

When you are making an official visit to other premises or working away from the office (for instance at the offices of a client, another consultant or on a construction site) your health and

safety is the joint responsibility of the person or firm or contractor controlling that work place and BE Group.

BE Group, as your employer, can only discharge its duty of care with your co-operation. Your compliance with the following guidelines will help with the achievement of the principal aims of ensuring your safety, and the safety of others.

### **3.5.2 Time and Location of Visit**

If you intend to be out of the office for any reason, you must supply the precise details of time and location in the In/Out Book kept in the reception. It is in your interest that you telephone the office if your arrangements change, so that your whereabouts are known.

### **3.5.3 Female Personnel**

Female personnel should take special care when visiting sites, inspecting properties unaccompanied, leaving offices or attending appointments after dark and should remain on guard when travelling on public transport late at night or in remote places. They should be wary of escorting strangers around empty properties by themselves.

The carrying of anti-rape alarms should be considered; these are available from the Office Manager.

### **3.5.4 Permission to Visit Site**

On construction sites, the Principal Contractor is responsible for the safety of persons lawfully on the site. Report to him on arrival and again when you leave.

If visiting occupied buildings, make prior arrangements with the person in charge and report on arrival to the responsible member of staff in the area or department being visited and also on leaving.

Do not visit a site or an empty building or unfrequented spaces (e.g. ducts) in existing buildings on your own without permission. Make sure someone knows where you are, what you are doing and report back at an agreed time. Establish an action plan in case of non-appearance after an agreed time.

### **3.5.5 Planning a Site Visit**

Plan the visit and make sure that you take appropriate equipment and protective clothing. Apart from taking stout shoes, remember that unoccupied buildings can be dirty, cold and dark; so go prepared.

You must familiarise yourself with all safe working rules applicable to the site or place being visited and comply with them. Such rules could cover access and egress, the wearing of personal protective equipment (supplied by the Principal Contractor), special precautions in areas of particular hazard, reporting your presence on site, etc.

### **3.5.6 Safety Rules**

The basic safety rule is that when you perform your duties, you must not put yourself or others at risk whatever pressures are exerted on you by a contractor or others and irrespective of the effect your action may have. You should draw attention to risks or hazards that appear to have gone unnoticed.

When you visit any construction site or are surveying or inspecting premises:

- Report to the Principal Contractor for site induction
- Do not wear thin-soled or slippery shoes; avoid loose clothes which might catch on obstructions and wear any necessary PPE provided by the Principal Contractor
- Familiarise yourself beforehand with the plan of the building, particularly the exit routes. Make sure that security devices on exits will allow you to reach safety quickly
- Check on protection when approaching stairwells, balustrading, lift shafts, roof perimeters, etc; do not use lifts; beware of ladders with rusty or rotten rungs, never climb a ladder which is not securely fixed at the top, check that planks are secure; beware of overhead projections, scaffolding and plant, and proceed with caution
- Keep clear of excavations; walk over the structural members whenever possible - do not rely on floorboards alone, look for defects in the floors ahead (e.g. wet areas, holes, materials that might cover holes), do not lean on guard rails and do not walk on roof lights
- Do not touch any plant or equipment; keep clear of machinery and stacked materials; watch out for temporary cables, pumps, hoses and electric fittings
- Assume that services (e.g. cables, sockets, pipes, etc) are unsafe or haven't been isolated
- Leave the building immediately if you suspect the presence of gas, flammable liquids, dangerous chemicals or free asbestos fibre
- Take particular care in windy, cold, frosty, wet or muddy conditions
- Do not walk and look around at the same time; keep one hand free at all times when moving; make sure that you are in a safe and balanced position whenever making notes or taking photographs; do not become distracted while climbing ladders.

### 3.5.7 Unoccupied Site or Building

If the building or site is unoccupied, you will also need to anticipate hazards. Do not take chances. Do not visit an empty building if you think it unsafe. Do not visit an unoccupied site if you think it dangerous (but note you must have reason to have these beliefs). Ensure that you have notified the office if you intend to visit an unoccupied building.

Common dangers include:

- Rotten/insecure floors, stairs and fragile constructions (e.g. asbestos/plastic roof sheets)
- Unsupported excavations/trenches as well as hidden pits, ducts, openings, etc
- Space which has not been used or ventilated for some time
- Contamination by chemicals, asbestos and vermin/birds (and poisons put down to control them)
- Intruders who may still be around.

### 3.5.8 Structural Collapse

If you discover a partial or total structural collapse, consider the need:

- To contact the HSE and/or the Local Authority Building Control Officer
- To contact the police where the public may be affected
- For the display of appropriate hazard notices.

### 3.5.9 Accidents

If you have an accident, or are notified of an accident, on sites or buildings where BE Group is carrying out professional services, proceed in accordance with the guidance in 3.6.1.

Building operations and works of engineering construction, both on Crown and other sites, are by definition factories under the Factories Act 1961, so the HSE Inspectorate have major powers on all sites. The HSE may delegate the duties of the enforcing authority to the appropriate Local Authority.

### 3.5.10 Hazardous Activities

If you observe any apparent or potentially unsafe or hazardous procedure on a construction site, you have a duty to report this to the Contract Administrator, (or Employer's Agent) or the clerk of works, or if these are not available, to the site agent or person responsible for that place. All such reports should be noted and, in the case of a construction site, recorded at the next site meeting.

In the case of any dangerous, or potentially dangerous, site activity, the Contractor or person responsible must be advised to cease carrying out that particular activity which contravenes the Health and Safety at Work etc Act 1974 and to continue only in a manner which does accord with that Act. Take steps to ensure your action is confirmed by written notice by the Contract Administrator (or Employer's Agent) to the contractor (or person responsible) as soon as possible.

It should be emphasised that failure to deal adequately with the danger will be notified to the HSE Inspectorate. If in doubt as to whether a situation is dangerous or not, err on the side of safety and contact the local HSE Inspector for advice.

### 3.5.11 Unsafe Practices

It is not for you to act as a Safety Officer for Contractors or others but informed professionals have a duty and a legal responsibility to prevent, so far as reasonably practicable, a Contractor or others from carrying out unsafe practices and placing staff or visitors in jeopardy.

If you encounter difficulties or are unable to deal with a situation, seek the advice of the HSE immediately at the local office.

## 3.6 REPORT OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

### 3.6.1 Accident Reporting

- All injuries to employees shall be investigated and recorded in BE Group's Accident Book by the Director (Health & Safety)
- In the event of an apparent fatal accident, major injury, dangerous occurrence, disease or accident resulting in an over 3 day injury, as defined in 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995', this must be immediately reported by telephone to the Director (Health and Safety)
- Fatal accidents, major injuries, dangerous occurrences, diseases and accidents resulting in an over 3 day injury, must also be reported by telephone to the Incident Contact Centre (0845 3009923) by the Director (Health and Safety)
- The Director (Health and Safety) shall ensure that a F2508 RIDDOR Report Form is completed and sent to the Incident Contact Centre (within 10 days).

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

Tel: 0845 3009923  
Fax: 0845 3009924  
Web: <http://www.riddor.gov.uk>

- The Director (Health and Safety) or First Aider must ensure that accident details are recorded in the Accident Book.

### 3.7 DRIVING

All members of staff or other persons engaged by BE Group on its business or at any time when using a vehicle supplied by BE Group must conform to all requirements of the Road Traffic Acts, associated legislation and the Highway Code.

All personnel driving in the course of their employment or driving vehicles supplied by BE Group must:

- Ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer's guidelines. If the condition of a vehicle is in doubt, seek advice
- Be in possession of a valid UK driving licence. This must be checked by BE Group every year and any endorsements notified to the insurers and BE Group
- Ask their GP if any prescribed medication will affect their driving ability and if so, they must refrain from driving
- Wear glasses or lenses if prescribed for this activity
- Refrain from using mobile telephones whilst driving unless the car is fitted with a 'hands free' facility
- Avoid distractions in the vehicle
- Consider general health before driving.

Personnel must avoid over the counter medications such as anti-depressants, antihistamines for hay fever, nettle rash, asthma, eczema, or travel sickness preparations or cough and cold remedies which can adversely affect driving.

Personnel must not drink and drive. If entertaining choose non-alcohol content beverages or use public transport.

Personnel must:

- Check tyre pressures and visual condition of tyres i.e. cuts or obvious damage to tyre walls
- Check seatbelts, which must be working and in good order and worn by all vehicle occupants where provided
- Check operation of brakes, horn, lights, indicators and steering
- Plan journeys to ensure plenty of time to travel safely, with planned rest stops, where appropriate, which should be at a minimum every two hours
- Consider safest route for reaching a destination
- Beware of unmetalled roads and soft ground on sites, where possible parking off site (not in an area causing an obstruction to highway or site traffic)
- Adjust driving techniques to suit weather and traffic conditions and consider whether conditions are suitable for driving

- Consider alternatives to driving for part or all of the journey, including public transport, or telephone/teleconferencing as an alternative to travelling at all.

Employees driving on business for BE Group in a vehicle not supplied by BE Group must have full comprehensive insurance cover (including business) which covers the employee in the course of their employment and any other persons travelling with them.

### 3.8 CONTROL OF NOISE AT WORK

The Control of Noise at Work Regulations 2005 requires employers to protect their workers' hearing. This can be achieved by a strategy based on assessment of workers exposed to noise and subsequent implementation of control measures to solve any problem that exists.

The Regulations refer to various action values:

- **Lower Exposure Action Values**  
*A daily or weekly exposure of 80dB(A)*  
*A peak sound pressure of 135dB(C)*
- **Upper Exposure Action Values**  
*A daily or weekly exposure of 85dB(A)*  
*A peak sound pressure of 137dB(C)*
- **Exposure Limit Values**  
*A daily or weekly exposure of 87dBA)*  
*A peak sound pressure of 140dB(C)*

*THESE EXPOSURE LIMIT VALUES TAKE ACCOUNT OF ANY REDUCTION IN EXPOSURE PROVIDED BY HEARING PROTECTION*

At noise levels above the Lower Exposure Action Values full risk assessments must be made, staff must be informed and hearing defenders must be made available to those who want them.

At or above the Upper Exposure Action Values, a planned programme of noise control must be implemented and staff must be provided with hearing protection (shown how to correctly use it, and monitored to ensure it's continual and correct usage). It is not sufficient to use hearing protection alone at or above the Upper Exposure Limit Values; a planned programme of noise control must also be implemented.

The Exposure Limit Values must never be exceeded, under any circumstance, even for short periods of time whilst wearing hearing protection.

A basic guide to Exposure Action values:

- If you have to raise your voice to be understood by someone standing two metres away you may be at or above the Lower Exposure Action Value
- The Upper Exposure Action Values are achieved when using equipment such as cartridge tools
- When visiting a construction site employees are to note the above Exposure Action Values and particularly note the basic guide to Exposure Action Values.

### 3.9 HAZARDOUS SUBSTANCES

When any potentially hazardous substances are used at work, the Control of Substances Hazardous to Health Regulations 2005 (COSHH) require a register to be kept listing such risks and warning notices to be posted adjacent to stores and equipment using hazardous materials or substances.

**NB:** *Where hazardous substances are in use replace or extend this section with specific guidance.*

All chemicals must be stored bearing the approved safety signage and directions. In the absence of such information, or in case of doubt, the chemical should be disposed of by an authorised agent. It is dangerous to top up one bottle from another, since someone may have already stored another chemical in the bottle which might cause a reaction.

If an accident does occur:

- Ventilate the area
- Evacuate staff
- Summon emergency services if necessary
- Ensure a full written report is prepared without delay and submitted to the manager responsible.

The most hazardous materials are likely to be cleaning chemicals. The basic precaution is to avoid mixing any two cleaners which are incompatible, such as powder and acid cleaners, liquid bleaches and powder bleaches. In both cases, toxic gases can be produced. Protective gloves and in some cases, goggles must be worn when handling the chemicals.

Chemicals used by staff might include, glues and solvents and reprographic chemicals. In all such cases, adequate ventilation needs to be available when these materials are used. The warning labels, if any, must be carefully studied and the precautions on them followed. Some of these materials may be flammable and the appropriate precautions should be taken.

### 3.10 VISUAL DISPLAY UNITS (VDUS)

#### 3.10.1 Introduction

The Health & Safety (Display Screens Equipment) Regulations 1992 covers both conventional cathode ray tube, TV style screens and the newer flat-panel displays such as those used in laptops.

#### 3.10.2 User

Any BE Group employee, whose main work is with display screen equipment in whatever form, is termed a user even if the work is carried out at his or her home.

#### 3.10.3 Workstation Assessments

Assessments are to be made of Display Screen Equipment workstations to define any discrepancies that do not comply with the guidelines i.e. position of screen, the keyboard, lighting, noise, temperature, reflections, seating position, ergonomic layout, and others. Assessment information will be supplied to the employee.

### 3.10.4 Eyes and Eyesight

Users on request should be given eye and eyesight tests by an ophthalmic optician or registered medical practitioner.

If the test reveals that corrective spectacles are required specifically for display screen work, the cost of the spectacles will part-funded by the employer. Re-tests will be offered with a frequency as advised by the tester.

### 3.10.5 Environment

The office should be maintained at a comfortable temperature and humidity and the lighting arranged to avoid screen glare. All windows are fitted with blinds to eliminate glare and reflections.

### 3.10.6 Daily Routine

Rest periods or changes in work are advised where long periods of use are encountered. This is to alleviate as much as possible any chance of upper limb disorders such as cramp, peritendinitis, carpal tunnel syndrome, or general soreness in the limbs.

### 3.10.7 Information, Instruction and Training

Every user should be advised of the risks of fatigue and/or upper limb disorder (for frequent, heavy users) if workstations are not properly set up and rest breaks from keyboard/screen work are not taken. Users will also need advice on setting up and organising the workstation and the procedure and availability of eye sight tests.

### 3.10.8 Records

Records of workstation assessments, eye sight tests and information/training must be kept. These can be stored electronically but must be readily available for inspection.

### 3.10.9 Responsibilities

The Directors will ensure that all persons receive suitable and sufficient assessment of their individual workstation.

## 3.11 FIRST AID

First Aid shall be in compliance with The Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice (ACoP 42) 1997.

- The Emergency First Aider is Irene Thomson
- The Appointed Person in charge of the First Aid Box is Irene Thomson
- A suitably stocked first aid box is located in the kitchen
- Attendance for first aid shall be recorded in the accident book
- First Aid Procedures are managed and controlled by the Office Manager. The Directors will control employee medical records, securely filed and confidentiality observed.

### 3.12 VISITORS

All visitors to the office must report to the main reception to sign in when they arrive and sign out when they leave.

### 3.13 OFFICE ENVIRONMENT AND SAFETY

#### **Workplace (Health, Safety and Welfare) Regulations 1992 – Summary**

The Regulations cover the workplace in general and its effects on personnel, placing duties on employers who control workplaces. The main control measures are summarised below:

- All workplace system devices and any other equipment shall be properly maintained, in a safe condition, clean and good working order
- There shall be effective and sufficient amounts of fresh air
- A reasonable temperature will be maintained during working hours with the provision of a sufficient number of thermometers for monitoring. Normally a minimum of 16°C within office environment will be maintained
- There shall be sufficient lighting with natural light maximised where reasonably practical and emergency lighting in place where failure of normal lighting would create a danger
- All furniture and fittings will be kept clean. This includes, as part of the workplace, the floors and walls. Waste receptacles will be provided and waste will not be allowed to accumulate
- There will be sufficient space provided per person for health and safety purposes
- All workstations and seating will be suitable to carry out the work required and able to be quickly vacated in case of emergency
- Sanitary conveniences and washing facilities will be provided in accordance with regulatory requirements and drinking water will be provided, accessible and labelled
- Accommodation for clothing will be provided where practicable. Facilities will also be provided for changing clothing and for pregnant women where reasonably practicable
- Tripping hazards will be minimised by correct office layout management and manual handling risks will be minimised by using safe methods of lifting
- Chemical hazards will be minimised by correctly storing substances hazardous to health
- Fire hazards will be minimised by keeping fire doors closed, fire extinguishers in place, paper and other flammable materials tidy
- Electrical hazards will be maintained by ensuring that all cables and connections are sound, equipment earthed and correctly fused, sockets are not overloaded and that water is kept away from all electrical installations. Electrical equipment shall be subject to regular checking, typically annually, and taken out of service if a fault is identified or suspected.

### 3.14 MOBILE TELEPHONES

Where mobile telephones are provided for use by employees they should be used in 'hand held' mode only where it is safe to do so. Under no circumstances should telephones be operated in this mode when the user is in charge of a moving vehicle.

Where 'hands-free' equipment is provided in vehicles, employees should note that they are not obliged to use the equipment when the vehicle is in motion and, in any event, it should not

be used in a moving vehicle where it is unsafe to do so or where it would impair the driver's level of care and attention.

### 3.15 ELECTRICITY

- No employee (unless trained and authorised) shall interfere with any electrical installation
- Electric power leads, computer cables etc, must not be draped across walkways
- Portable appliance testing will be carried out on an annual basis
- Employees must switch off electrical equipment, which they have been using on leaving the office. The exception to this is any equipment specifically required to be left on for operational reasons e.g. network server, fax, telephone system
- The last person to leave a work area is responsible for ensuring that all electrical appliances, other than the exceptions noted above, are switched off. Appliances should be switched off at the socket outlet.

### 3.16 SMOKING

In accordance with the Smoke-free (Premises and Enforcement) Regulations 2006 and the Smoke-free (Signs) Regulations 2006 BE Group will:

- Ensure that smoking is not permitted in any BE Group premises or public place associated with BE Group premises (including BE Group cars and personal cars used for BE Group business)
- Ensure that appropriate no-smoking signs are erected in BE Group premises (including BE Group cars and personal cars used for BE Group business).

### 3.17 YOUNG PERSONS

Particular rules exist in respect of the employment of young people under 18. Directors and Project Leaders must acquaint themselves with the requirements of the Young Persons Act, and all employees should satisfy themselves that all necessary instructions and risk assessments under the Act have been carried out.

### 3.18 PROTECTIVE CLOTHING AND SAFETY EQUIPMENT

The Directors will ensure that suitable and sufficient Personal Protective Equipment (PPE) is worn by employees when visiting sites. This is especially important when visiting a construction site when PPE provided by the Principal Contractor must be worn at all times.

### 3.19 BOMB THREATS

#### 3.19.1 Telephone Threats

- Obtain as much detailed information as possible from the source
- Notify the Office Manager or another employee by a pre-arranged signal system to alert management
- Attempt to keep the caller talking as long as possible to enable the origin of the call to be traced

- Immediately following the telephone call, contact the police on 999 and follow their instructions.

### 3.19.2 Letter Bombs

Experience in dealing with letter bombs indicates that in many cases they are:

- Placed in substantial envelopes or parcels containing paperback books
- In the form of flat letters weighing up to 102g
- In packages the size of a conventional book
- Delivered through normal postal services

The degree of caution to be observed in handling such items can be determined by the cumulative effect of the points giving rise to suspicion which including the following:

- The postmark, if foreign and not familiar
- The writing, which may have an unusual appearance, lack literacy, or be crudely printed
- The name and address of the sender, if the geographical area differs from the area of the postmark
- 'Personal' or 'Private' letters addressed to senior management under the job title rather than by name
- Weight, if excessive for the size and apparent contents
- Weight distribution, if uneven, this may indicate the presence of batteries
- Grease marks on the exterior of the wrapping (i.e. showing through from the inside), may indicate 'sweaty' explosive
- Smell, some explosives have a smell of marzipan or almonds
- Abnormal fastening, if the sealing is excessive for the type of package, this may be a form of booby trap.

Damaged envelopes or packaging that exposes wires, batteries or fluid-filled plastic sachets should not be handled further. Packages that rattle, feel springy or emit a ticking noise, should be treated with extreme caution.

If suspicions cannot be alleviated:

- Do not attempt to open the letter/package or tamper with it. It will probably have been designed to withstand postal handling and to detonate during a normal sequence of opening
- With minimum further handling, isolate it to reduce possible blast damage, place on table, clear all items from around it
- Seal off the area to keep people away.

### 3.19.3 Bomb Evacuation

Immediately following a bomb threat, contact the police on 999 and follow all their instructions. When the decision to evacuate the premises has been taken by the police, the object is to get people out quickly without panic or disorder. The fire alarm system is the most efficient method of initiating an evacuation, but the following procedures should also be observed:

- All personnel to assemble at the Assembly Point and await further instructions from the police

- Do not allow entry or re-entry into the building until given approval by the Police or Bomb Disposal Officers.

### 3.20 CONSTRUCTION (DESIGN & MANAGEMENT) Regulations

Generally, BE Group will act as Designer under the CDM Regulations.

*“Designers - The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include architects, engineers and quantity surveyors.”*

Source: <http://www.hse.gov.uk/construction/cdm/responsibilities.htm>

To this end, our designs will be critically assessed throughout all stages of the design process, to ensure that health and safety issues are identified and addressed.

We will provide adequate health and safety information with our designs. When working on a project as a Designer BE Group will:

- Cooperate with other Designers, Contractors and CDM Co-ordinators
- Ensure that co-ordination of the design takes place to ensure that hazards due to incompatibilities between designs are identified and avoided.

Our duties as Designers are as follows:

- To make Clients aware of their duties
- To give due regard to health and safety in our designs and apply the principles of prevention to reduce risk
- To provide adequate information about the risks to health and safety of the design to those who need it
- Co-operate with other Designers and the CDM Co-ordinator involved in the project.

### 3.21 ADVICE

The Safety Advisor is charged with making periodic visits to BE Group's office in order to:

- Offer expert advice to the Directors and employees
- Bring to the notice of the Directors and employees any unsafe practices and breaches of regulations
- Advise the Director (Health and Safety) of serious breaches of regulations
- Assist in the investigation of those accidents and dangerous occurrences if requested.

The Safety Advisor is EDP Health, Safety & Environment Consultants Limited and their contact details are as follows:

## Health and Safety Policy



EDP Health Safety & Environment Consultants Limited  
Lakeside  
Alexandra Park  
Prescot Road  
St. Helens WA10 3TT

Tel: 01744 766000  
Fax: 01744 766060  
E-mail: [enquiries@edp-uk.com](mailto:enquiries@edp-uk.com)

*Note – the normal point of contact within EDP is Mark Weeks.*