



Interiors Limited



2011 Health & Safety Policy

Arch 261
Paradise Row
London
E2 9LE

Tel: 02076135885
Fax: 02076131354
www.bpcinteriors.com

CONTENTS

SECTION 1

THE BPC INTERIORS HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

SECTION 2 - ORGANISATION

- 2.1 Organisation
- 2.2 Responsibilities
 - 2.2.1 The Board of Directors
 - 2.2.2 The Director Responsible for Health and Safety
 - 2.2.3 Construction Director
 - 2.2.4 Designers
 - 2.2.5 Project Managers
 - 2.2.6 Site Managers
 - 2.2.7 Warehouse Manager
 - 2.2.8 Office Manager
 - 2.2.9 Contractors
 - 2.2.10 Site Operatives
 - 2.2.11 Apprentices
 - 2.2.12 Office Staff

SECTION 3 - ARRANGEMENTS

- 3.1 **Office**
 - 3.1.1 Cleaning, Housekeeping & Storage
 - 3.1.2 Smoking Policy
 - 3.1.3 Electrical
 - 3.1.4 Work Equipment
 - 3.1.5 Emergency Arrangements
 - 3.1.6 Accident Reporting
 - 3.1.7 Risk Assessments
 - 3.1.8 Hazardous Substances
 - 3.1.9 Protective Clothing
 - 3.1.10 Manual Handling
 - 3.1.11 Falls from Heights
 - 3.1.12 Fire Safety
 - 3.1.13 Young Persons
 - 3.1.14 Welfare facilities
 - 3.1.15 Stress
 - 3.1.16 Policy Monitor & Review
- 3.2 **Construction Works**
- 3.3 Project Planning
 - 3.3.1 Communications
 - 3.3.2 Asbestos
 - 3.3.3 Electrical Safety
 - 3.3.4 Unauthorised Access
 - 3.3.5 Underground / Hidden or Overhead Services
 - 3.3.6 Contractors/Consultants
 - 3.3.7 Monitoring
 - 3.3.8 Training
- 3.4 CDM Regulations 2007
 - 3.4.1 Clients Duties
 - 3.4.2 CDM Co-ordinator
 - 3.4.3 Contractors
- 3.5 Design
- 3.6 Emergency Arrangements
- 3.7 Welfare Arrangements
- 3.8 Health Surveillance
- 3.9 Risk Assessments
- 3.10 Protective Clothing and Equipment
- 3.11 Manual Handling & Lifting
- 3.12 Work Equipment
 - 3.12.1 Hand tools
 - 3.12.2 Noise/Vibration
 - 3.12.3 Vehicles
 - 3.12.4 Lifting Equipment
- 3.13 Working at Heights
 - 3.13.1 General
 - 3.13.2 Mobile Towers
 - 3.13.3 Roof work
 - 3.13.4 Scaffolding
 - 3.13.5 Weather Conditions
 - 3.13.6 Ladders and Steps
 - 3.13.7 Safety Harnesses
- 3.14 Lone Working
- 3.15 Chemicals
- 3.16 Confined Spaces
 - 3.16.1 Restricted Space
- 3.17 Permits To Work
- 3.18 Demolition
- 3.19 Environmental Controls

SECTION 1



HEALTH AND SAFETY POLICY STATEMENT

It is the BPC Interiors Limited Board's intention to ensure that all work activities are carried out in accordance with this BPC Interiors Policy and all relevant statutory provisions. This H&S Policy sets out BPC Interiors Limited's organisation and procedures for managing health and safety throughout its operations.

The Board has nominated Mr. Barry Knight as having particular responsibility for Health, Safety, Welfare and for BPC Interiors.

BPC Interiors will provide all practicable measures, including equipment, information, instruction, training and supervision for employees and contractors, to ensure that their work activities do not put at risk, themselves, their colleagues, occupiers of premises, contractors, visitors or members of the public.

To provide Health and Safety Assistance, as required under current legislation, the services of an external H&S Consultant will be utilised when necessary.

Where the need for additional training of employees is identified all necessary resources will be provided. All sub-contract workers will be required to demonstrate proof of their training and competence prior to their appointment.

BPC Interiors Limited' policy is that all employees will be consulted on aspects of their work activities that impact upon health, safety and welfare.

This policy will be brought to the attention of all employees and contractors employed by BPC Interiors Limited.

The contents of the policy will be reviewed annually using the assistance of an external consultant where necessary.

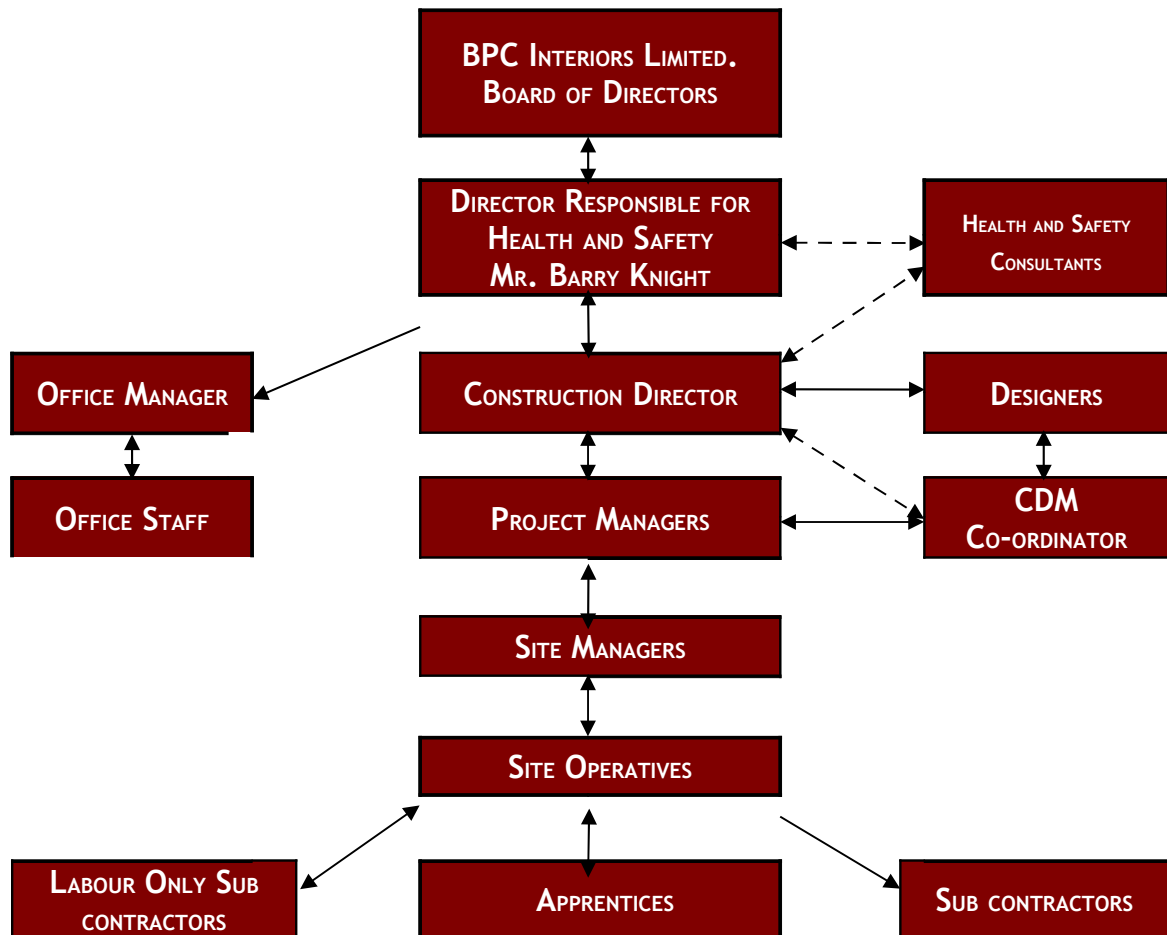
Signed: Date:
Director Responsible for Health and Safety

SECTION 2

2.1 ORGANISATION

The effective implementation of this policy is dependant upon the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for health and safety issues.

Responsibility lies with the Board of Directors of BPC Interiors Limited, but specific duties have been delegated to Mr. Barry Knight and other employees, taking into account their role, experience and training.



2.2 RESPONSIBILITIES

2.2.1 The Board of Directors

The BPC Interiors Limited Board of Directors will maintain a responsible attitude for all Health, Safety and Welfare issues, and the implementation of this Health and Safety Policy.

It is the Board's intention that the work of BPC Interiors Limited will be undertaken in accordance with the BPC Interiors Health and Safety Policy and that these are promoted within the organisation, as well as with its' consultants, contractors and clients.

To assist in implementing these intentions, the Board has appointed Mr. Barry Knight to be the Director Responsible for Health Safety and Welfare. The Board insists that sound working practices are observed throughout company operations and they support the necessary arrangements, resources and facilities required, to ensure compliance with this policy.

2.2.2 Director Responsible for Health and Safety

The Director Responsible for H&S will be required to know of the appropriate statutory requirements affecting the range of BPC Interiors Limited operations and ensure that this policy is brought to the attention of all employees.

Specific attention is to be given to the requirements set out in the following: -

- The Health and Safety at Work Act.
- The Management of Health and Safety Regulations.
- The Construction (Design and Management) Regulations.
- The Workplace (Health, Safety and Welfare) Regulations
- The Control of Substances Hazardous to Health Regulations
- The Control of Noise at Work Regulations.
- The Control of Vibration at Work Regulations.
- The Manual Handling Operations Regulations.
- The Lifting Operations and Lifting Equipment Regulations
- The Provision and Use of Work Equipment Regulations.
- The Personal Protective Equipment at Work Regulations
- The Construction (Head Protection) Regulations
- The Control of Asbestos at Work Regulations
- The Work at Height Regulations
- The Health and Safety (Display Screen Equipment) Regulations
- The Control of Pollution Regulations
- The Hazardous Waste Regulations
- The Electricity at Work Regulations
- The Supply of Machinery (Safety) Regulations
- All associated legislation and guidance

The Director Responsible will:

- Promote an interest and enthusiasm for health and safety matters throughout BPC Interiors and foster an understanding that accident prevention and occupational hygiene are an integral part of business and operational efficiency.
- Monitor the effectiveness of implementation of the policy against the health and safety performance of BPC Interiors.
- Ensure that this policy is reviewed on a regular basis, at least yearly, and is updated as necessary.
- Ensure the allocation of resources for and initiate the presentation of regular training for employees. The training will cover issues such as: Induction for new employees; general Health and Safety awareness; project/site familiarization; safe use of plant; technical update on Asbestos issues; etc.
- Initiate discussion and consultation with BPC Interiors employees on health and safety issues. Where seen to be beneficial in reducing any risk to the health and safety of workers, or others who may be affected by company activities, initiate changes to this document as necessary.
- Ensure procedures are implemented to assess all prospective consultants or sub-contractors for their competence in health and safety matters linked to their work activities prior to being employed or appointed by BPC Interiors.

Director Responsible for Health and Safety (cont.)

- Ensure that adequate procedures are in place to report all incidents affecting the health and safety of workers or others, and to initiate investigations and implement any remedial measures necessary to prevent, where reasonably practicable, a recurrence.
- The director responsible for health and safety for BPC Interiors will inform the HSE of any notifiable accidents, ill health or dangerous occurrences that may occur, and also record all such occurrences.
- Report to the BPC Interiors Limited Board, on a regular basis, information regarding the implementation of this Health and Safety Policy and its procedures and ensure it is recorded in the minutes.
- Set a personal example by wearing appropriate protective clothing on site.

2.2.3 Construction Director

The Construction Director will:

- Read and understand BPC Interiors Health and Safety Policy and procedures and ensure works are carried out work in accordance with its requirements, and ensure the BPC Interiors policy and procedures are implemented on a daily basis on company projects.
- Know the requirements of the appropriate safety standards or legislation, and ensure these standards are adequately applied to all projects undertaken by BPC Interiors.
- Ensure that, as part of the project/site documentation, adequate written health and safety plans, procedures and assessments are provided for all repetitive and site specific operations.
- Ensure that due consideration is given, during the planning and site operation stages of levels of current occupation, the degree of risk from occupation, any risks associated with adjacent structures, asbestos materials, property or services and vehicle or plant access into or around the site.
- Ensure the co-ordination of the day-to-day management of health and safety, and co-operate with the Client and the CDM Co-ordinator, other designers and contractors.
- Provide construction sites with adequate and suitable first-aid, emergency and fire equipment, and trained personnel, as detailed in the Construction Health and Safety Plan.
- Ensure an adequate investigation is undertaken, of accidents, occupational ill-health or dangerous occurrences, and report their occurrence to the Director Responsible for Health and Safety.
- Be responsible for briefing Project Managers on this Policy and H&S procedures, and ensure that the Project Managers undertakes all of their responsibilities.
- Set a personal example by wearing appropriate protective clothing on site.

2.2.4 Designers

All persons who undertake design activities for or on behalf of BPC Interiors i.e. preparing drawings, design details, specifications, bill of quantities or calculations prepared for the purpose of a design, will:

- Read and understand the BPC Interiors Health and Safety Policy and procedures and carry out work in accordance with its requirements on a daily basis on design work.
- Know the requirements of the appropriate health and safety standards or legislation and ensure these standards are applied to all design elements for projects undertaken by BPC Interiors within their area of responsibility.
- On each project ensure that the client is made aware of their own legal duties, in respect of construction operations.
- Ensure as part of the project design documentation, adequate written procedures and assessments are provided to minimise risks for site-specific operations and future use and maintenance of the structure.
- Designs will take account of levels of current occupation, the degree of risk from occupation, any risks associated with adjacent structures, property or services and of vehicle or plant access, into or around the site.
- Consideration shall also be given to the specification of materials with regard to their weight, size and hazardous contents with regard to their use or delivery and movement around the premises.
- Adequate measures shall be incorporated in designs, to minimise the risk to the safety of all persons especially those with disabilities and ensure that due consideration is given to these issues during the Design and Planning stages of a projects development.
- Ensure that all due consideration is given during the design and planning phases of the project to the risks during construction, together with future use, maintenance and repair activities.
- Provide adequate monitoring of any associated designs with regards to health and safety.
- Co-ordinate the day-to-day management of health and safety in design, and liaise with Clients, Designers, Contractors and the CDM Co-ordinator regarding design issues.
- All designers are required to co-operate with the CDM Co-ordinator to assist him in complying with his role.
- Set a personal example by wearing appropriate protective clothing on site.

2.2.5 Project Managers

The Project Managers will:

- Read and understand the BPC Interiors Health and Safety Policy and procedures and ensure work is undertaken in accordance with its requirements on a daily basis on Company Projects.
- Know the requirements of the appropriate health and safety standards or legislation, and ensure these standards are adequately applied to all projects undertaken by BPC Interiors.

Project Manager (cont.)

- Ensure all prospective consultants or sub-contractors are assessed for their competence in health and safety matters linked to their proposed work activities prior to being employed or appointed by BPC Interiors.
- Ensure that as part of the project/site documentation, adequate written Health and Safety plans, procedures and assessments are provided for all repetitive and site specific operations and ensure all contractors produce their own site-specific methods of working and risk assessments.
- These procedures shall include where construction work is to be undertaken, consideration of the levels of current occupation in the structure, the degree of risk from occupation, any risks associated with adjacent structures, property or services, members of the public and of vehicle or plant access into or around the site.
- Adequate measures shall be incorporated to minimise the risk to the safety of all persons especially those with disabilities.
- Ensure that all due consideration is given, during the planning and site operation stages, to the stability of structures. Provide adequate monitoring of any structures or part thereof being demolished and any adjacent structures that may be affected by construction operations.
- Co-ordinate the day-to-day management of health and safety, and liaise with Clients, Designers, CDM Co-ordinator and other contractors. Reprimand any member of staff, consultant or contractor who fails to discharge safety responsibilities satisfactorily.
- Undertake an adequate investigation of accidents, near misses or dangerous occurrences that may occur and report their occurrence to the Director Responsible for H&S for BPC Interiors.
- Ensure that all plant or equipment owned or hired by BPC Interiors or its sub-contractors is of adequate design and specification to carry out the work for which it is to be used.
- Prior to its use, ensure that all plant and equipment has been adequately maintained and has current certificates of inspection, testing and thorough examination as necessary, and operators have a current certificate of competence and records of each are kept on site.
- Ensure suitable and adequate site monitoring of the health and safety standards operating on site are undertaken by site management and an independent external H&S Consultant.
- Set a personal example by wearing appropriate protective clothing on site.

2.2.6 Site Managers

The Site Managers will:

- Know the requirements of the appropriate health and safety standards or legislation, and ensure these standards are adequately applied to all construction works undertaken by BPC Interiors, and all in accordance with the health and safety awareness training given to Site Managers.

Site Managers (cont.)

- Read and understand the BPC Interiors Health and Safety Policy and procedures and carry out work in accordance with its requirements.
- Report any accidents to employees, contractors or members of the public to the Project Manager and all Site Managers will be qualified first aiders.
- Ensure that all site health and safety and emergency procedures are brought to the attention of all operatives, consultants or visitors during their site induction training given by the Site Supervisor upon their first visit to site.
- Organise site activities to ensure that work is carried out to the required health and safety standards or legislation, industry standards and in accordance with this policy, health and safety plans, safety rules, procedures and permits to work, thus reducing the risks to the health and safety of workers or other persons who may be affected.
- Promote co-operation between all contractors and designers working on the project and co-ordinate all construction operations and implement arrangements with sub-contractors and others on site, to avoid confusion about areas of responsibility for health, safety and welfare.
- Plan for and maintain a tidy site and ensure that all means of access and safe operation are free of obstruction. Ensure that all materials, plant and equipment are stored and secured in such ways as to minimise the risk to health and safety of persons, especially children.
- Undertake all necessary site inspections of workplaces, access equipment, plant, and other equipment and ensure that all the necessary report forms are completed, and co-operate with the independent external H&S Consultant undertaking monitoring activities on site.
- Ensure that all registers, records and reports are properly completed and maintained up to date and kept in a safe place. Ensure copies of plans and procedures are available on site and those statutory notices are prominently displayed.
- Where the project information is found not to cover changes to design, specification or working procedures, revisions are to be prepared and given to those working on the project.
- Ensure that all plant and equipment to be used on site has been adequately maintained, tested, thoroughly examined and inspected as necessary, and that operators, drivers, slinger/signaller or banksman have been adequately trained and are competent and all records are kept on site.
- Notify the Project Manager of any accidents, near misses, dangerous occurrences or occupational ill health involving employees, contractors, consultants, occupiers of premises or members of the public, resulting from contract works undertaken by BPC Interiors, or their contractors.
- Set a personal example by wearing appropriate clothing on site.

2.2.7 Warehouse Manager

The Warehouse manager shall:

- Read and understand BPC Interiors Health and Safety Policy and procedures and carry out work in accordance with its requirements. Ensure this policy and procedures are implemented in his area of control, on a daily basis.
- Know the requirements of the appropriate safety standards or legislation, and ensure these standards are adequately applied to all work activities undertaken by BPC Interiors.
- Organise warehouse activities to ensure that work is carried out to the required standards and in accordance with BPC Interiors policy, safety rules and procedures, thus reducing the risks to the health and safety of workers or other persons who may be affected.
- Ensure that, as part of works documentation, adequate written procedures and assessments are provided for all repetitive work operations. Ensure that this information is passed to all workers and contractors as necessary.
- Ensure there is adequate equipment to ensure safe access to high-level storage areas.
- Undertake an adequate investigation of accidents or dangerous occurrences that may occur from time to time and report their occurrence to the Director Responsible for H&S.
- Prior to its use, ensure that all plant and equipment has been adequately maintained, has the necessary current certificates of inspection/thorough examination, and the operator has a current certificate of competence.
- Plan for and maintain a tidy workplace and ensure that all means of access and safe operation are free of obstruction. Ensure that all materials, plant and equipment are stored and secured in such ways as to minimise the risk to health and safety of persons.
- Ensure that all registers, records and reports are properly completed and maintained, up to date and kept in a safe place. Ensure copies of procedures and regulations are available on the premises, and those statutory notices are prominently displayed.
- Set a personal example by wearing appropriate protective clothing and by his demeanour around the workplace.

2.2.8 Office Manager

The Office Manager will:

- Read and understand the BPC Interiors Health and Safety Policy and procedures and ensure they are implemented in their area of control, on a daily basis.
- Know the requirements of the appropriate health & safety standards/legislation, and ensure they are adequately applied to all BPC Interiors office activities and ensure employees are trained.

Office Manager (cont.)

- Organise activities to ensure that work is carried out to the required standards and in accordance with BPC Interiors Limited policy, safety rules and procedures, thus reducing the risks to the health and safety of workers or other persons who may be affected.
- Ensure that adequate written procedures and assessments are provided for all repetitive hazardous work operations, and ensure that this information is passed to all workers and contractors as necessary.
- Ensure there is adequate equipment to ensure safe access to high-level storage areas.
- Undertake an adequate investigation of accidents or occupational ill-health, which may occur, and report their occurrence to the Director Responsible for Health and Safety.
- Plan for and maintain a tidy workplace and ensure that all means of access and emergency evacuation are free of obstruction and ensure that all materials and equipment are stored and secured in such ways as to minimise the risk to health and safety of persons.
- Ensure that all registers, records and reports are properly completed and maintained, up to date and kept in a safe place and copies of procedures and regulations are available on the premises, and the statutory notices are prominently displayed.
- Set a personal example by his demeanour around the workplace.

2.2.9 Contractors

BPC Interiors may be liable for the actions of any contractors who adversely affect health or safety whilst working on company premises or sites. To minimise the risk of this occurrence, all contractors will be assessed for their competence in health and safety matters linked to their work activities prior to being employed or appointed by BPC Interiors.

Contractors must:

- Adhere to all relevant statutory requirements applying to the work they are carrying out.
- Demonstrate proof of their employees training and competence prior to their appointment, and they must accept and follow BPC Interiors procedures.
- Ensure that work is adequately discussed with BPC Interiors representatives to identify potential hazards and risks to the health and safety of occupiers of premises, employees, contractors employees, or members of the public, from the work being undertaken
- Provide detailed methods of working including their sequence of operations and their risk assessments for the specific projects.
- Brief their own employees or sub-contractors on site safety issues, method statements and procedures, in addition to the BPC Interiors Site Induction.

Contractors (cont.)

- Provide suitable and adequate protective clothing to their employees, and all persons must wear safety footwear at all times when on site together with additional PPE as necessary and any corporate clothing provided for identification and security purposes.
- Co-operate and co-ordinate their site operations with the BPC Interiors's Project Managers and Site Supervisor throughout the project work.
- Provide suitably skilled supervision who are competent in trade activities and H&S to ensure the work is carried out correctly and in compliance with BPC Interiors rules and procedures, and the above-mentioned legal requirements.
- All portable electrical equipment will run off 110-volt, PAT tested 3 monthly or lower voltage.
- Contractors must obey the following BPC Interiors general Site Rules.

2.2.10 Site Operatives

The Site Operatives will:

- Assist the Site Managers in the implementation of the BPC Interiors Policy and procedures for minimising risk to health and safety.
- Co-operate with all persons who have a legitimate interest in the health and safety of the project works.
- Not to do anything recklessly or interfere or misuse anything or contribute to endangering the health and Safety of any persons who could be affected by the works.
- Ensure that all materials stored on site are kept in a manner that will not cause harm to persons, and are adequately secured against interference by non-contracting personnel, especially by children.
- Make the Site Supervisor aware of any issue that may jeopardize the Health or Safety of any person and or cause any detrimental circumstances to the work operations or where changes in procedures may facilitate a healthier or safer work environment.
- Ensure they are fully aware of the site arrangements in the event of fire or other emergencies.
- Report immediately to the Site Supervisor if any employee is involved in an accident, personal injury, or occupational ill health, no matter how slight, who will undertake suitable actions and ensure it is logged in the site accident book.
- Report immediately to the Site Supervisor if an Inspector of the Health and Safety Executive (HSE) or Local Authority (EHO) comes to site.
- Co-operate with their employer and the Principal Contractor and wear safety footwear at all times together with any other required protective clothing, identification clothing, or equipment provided, as failure to do so may jeopardize their health and safety.

2.2.11 Apprentices

If BPC Interiors accept any young persons for training in the form of an apprenticeship, work experience etc, BPC Interiors will implement suitable procedures to ensure their health, safety and welfare whilst working, and the apprentices shall:

- Read and understood BPC Interiors Health and Safety Policy
- Follow instructions they are given by persons authorised by the company to instruct them.
- Ensure that they understand any instruction they are given.
- Carry out only those tasks they are trained and authorised to perform.
- Not behave in a reckless or dangerous manner.
- Not interfere with any items provided for the safety of themselves or others.
- Bring to the attention of their supervisor any matter they believe to pose a risk to the health and safety of themselves or others.
- Maintain in a serviceable condition and use correctly any Personal Protective Equipment provided by the company
- Be appropriately dressed for work activities when engaged on company business.

See also Section 3.1.13 Young Persons

2.2.12 Office Staff

Office staff will:

Read and understand the BPC Interiors Safety Policy and procedures and carry out work in accordance with its requirements.

- Use office machinery in accordance with manufacturers' instructions and training provided.
- Not repair or maintain any office equipment or machinery unless adequately trained.
- Report any defects in office equipment or machinery immediately to the Office Manager.
- Identify from their manager the position of the first aid kit and the names of the first aiders.
- Ensure they are fully aware of the emergency arrangements in event of fire and other emergencies.
- Ensure that all corridors, office floors, doorways etc. are kept clear and free from obstructions, and do not allow the accumulation of trailing cables or rubbish on the floor.
- Not attempt to lift or move, without suitable assistance, articles or materials likely to cause injury.
- Not attempt to reach items on high shelves unless using steps or properly designed equipment. Do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people, of known hazards.

SECTION 3

3.0 ARRANGEMENTS

3.1 Offices

All office premises will be provided and maintained in accordance with **The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 / 03 and The Workplace (Health, Safety and Welfare) Regulations 1992, The Control of Asbestos at Work Regulations 2006, The Work At Height Regulations 2005, The Regulatory Reform (Fire Safety) Order 2005** and other relevant legislation.

Office layouts will be planned to avoid trailing cables across floors to office equipment. All access ways, stairways and fire exits will be kept clear of obstructions and well lit.

All office equipment will be sited and maintained correctly and serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use.

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

3.1.1 Cleaning, Housekeeping and Storage

The line managers are responsible for keeping a check on their own areas and reporting any changes or problems to Office Manager. All employees should keep their own work area clean and tidy. All areas should be maintained free of tripping and slipping hazards.

The following listed procedures apply in our premises and employees must ensure they are maintained in a clean and safe condition:

Cleaning arrangements

All work areas are to be kept clean and clear of any obstructions such as old packaging materials etc. All cleaning materials are to be assessed for risks to H&S, and suitably stored and handled in relation to these risks.

Disposal of rubbish

All redundant materials or packaging are to be placed in a proper waste collection area and not left on floors or under desks.

Safe stacking and storage

All stock products and materials are to be stored in such a way so as not to cause risks to the health and safety of persons. Only properly designed equipment is to be used for gaining access to high levels.

Access equipment

Only access equipment designed for the purpose and to a suitable specification is to be purchased. All access equipment is to be regularly inspected for damage and the results of these inspections will be recorded.

3.1.2 Smoking Policy

No Smoking is allowed in any part of BPC Interiors premises.

3.1.3 Electrical

Electrical equipment can pose serious risks of injury and cause fires. A competent person will check all electrical services and equipment before being first put into use and will be subsequently checked and tested on a regular basis.

Every employee should visually check plugs and cables for obvious damage, loose connections and faults. If in any doubt about the safety of electrical equipment it should be switched off, isolated or unplugged, if safe to do so, and reported to the Office Manager immediately.

Extension leads can be a potential cause of tripping accidents and, if damaged, can cause fires. The use of such leads should be avoided as far as possible, and then only as a temporary measure. Any coiled extension lead should be fully unwound before use.

Portable equipment should be inspected visually before use for obvious damage or defects as above. Electrical equipment will be subject to periodic check as follows:

Type of equipment	Frequency
All portable electrical equipment	1-2 Yearly
Portable 110v electrical construction equipment	3 Monthly
Permanent electrical systems	5 Yearly

3.1.4 Work Equipment

Equipment may only be maintained e.g. clearing paper jams, by those employees who have received adequate training in preventing any risks to health or safety from:

- ◆ Its use, how to use it correctly avoiding those risks
- ◆ How to clean it
- ◆ How to overcome equipment failures i.e. paper jams etc.
- ◆ How to maintain it in a safe and efficient condition where necessary

Some equipment/machinery may have specific manufacturers' rules/procedures for safe use, cleaning and maintenance e.g. printers, photocopiers, coffee machines, Water dispensers, portable electrical tools etc. The Manufacturers instructions for use of any machinery will be made available to all users.

Equipment/machinery to be used will be checked on a regular basis, to ensure it is safe before use, and the results recorded and kept by the facilities manager.

3.1.5 Emergency Arrangements

The Director Responsible for H&S will ensure that all fire, first aid and emergency procedures are developed and made available to all staff and that they are all conversant with their operation.

Emergency Arrangements (cont.)

Within the office premises staff will be made aware of the correct fire extinguishers to be used if required. The Office Manager will also ensure that all fire extinguishers are of the correct type for the risks present and ensure that they are maintained on an annual basis.

Where lone working is required to be undertaken, specific procedures will be developed, and recorded, for raising the alarm in case of an emergency and administering first aid, and will be made available for all those involved in the works.

During work activities the following emergency procedures will be implemented:

- First aid personnel and equipment will be available
- Fire extinguishers or similar provided
- Methods of raising the alarm and calling emergency services
- Procedures for the emergency release of persons from lifts where necessary
- Precautions to facilitate evacuation of the site or work area
- Provision of emergency electrical supplies

Correctly stocked first aid boxes are located at various positions. The name of first aiders and other relevant information is given to all staff.

3.1.6 Accident Reporting Procedures

Accident prevention is a high priority for all line management and all employees.

Whenever an accident occurs it will immediately be investigated by the line manager and action taken to prevent or minimise the likelihood of a recurrence.

Employees must use the following procedures, to report all injuries or ill health resulting from accidents, and any "dangerous occurrences" at or within work premises.

These procedures must be operated where any incidents occur, which affect employees, contractors or members of the public.

Specific categories of injury or dangerous occurrence, as set out in the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**, have to be reported to the enforcing authorities for the workplace. The report must usually be by the quickest means, i.e. telephone, with a follow up, written report on form F2508, within 10 days.

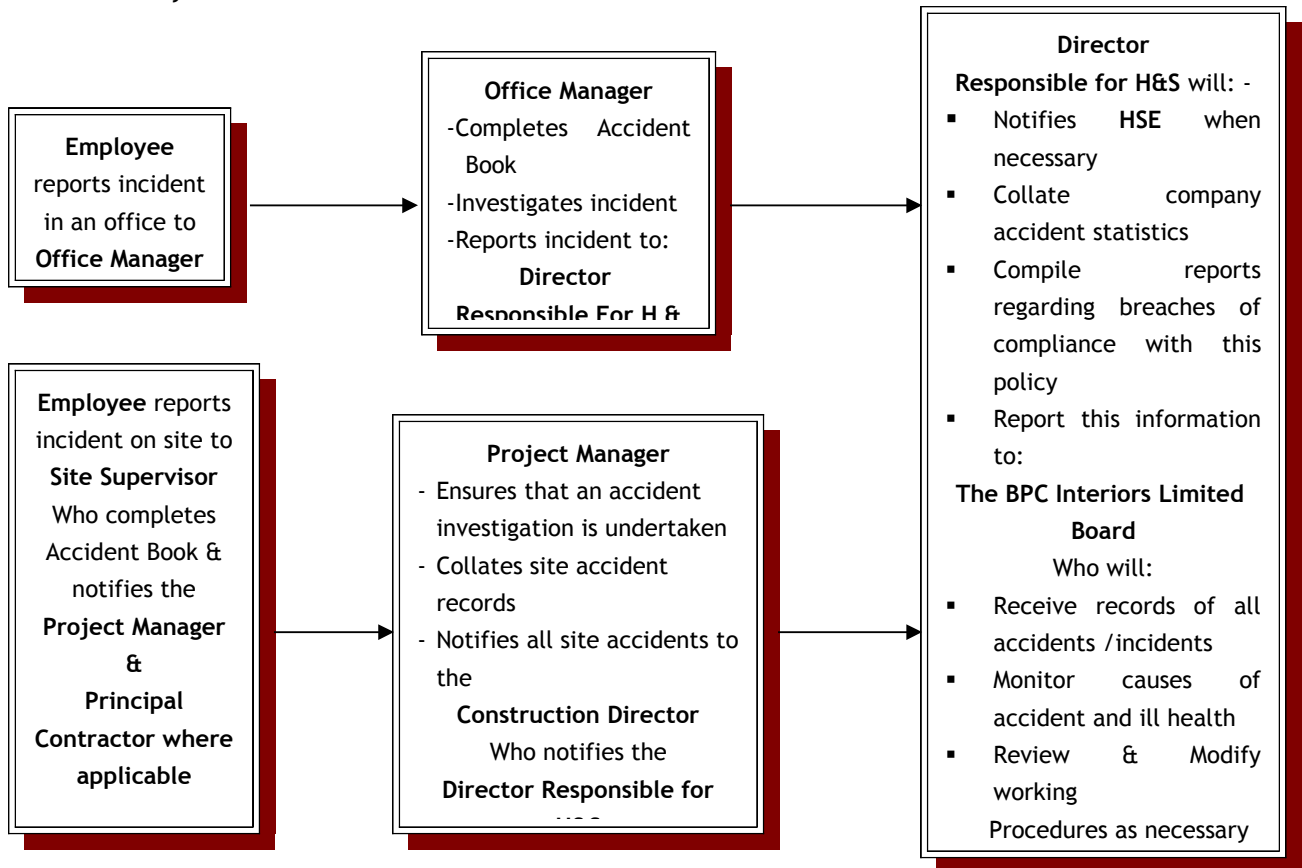
The categories are:

- Fatality
- Major Injuries- Fractures, amputation, dislocation, loss of sight, electric shock/burn, and unconsciousness, hospitalisation over 24 hrs.
- Unable to undertake their normal work for over 3 days (including days on which they do not normally work)
- Dangerous Occurrences (examples only)
 - Equipment Failures
 - Lifting Equipment
 - Pressure Systems
 - Scaffolding collapse or partial collapse
 - Electrical incidents
 - Incidents involving Dangerous Substances

All reportable accidents or incidents should be reported to:

Accident Reporting Procedures (continued)

In addition to the requirements of RIDDOR, the details of incidents, however minor, must be entered in an **Accident Book**, as required by the Social Security (Claims and Payments) Regulations 1979 and the Social Security Administration Act 1992.



3.1.7 Risk Assessment

The Management of Health and Safety at Work Regulations 1999, the Health and Safety (Display Screen Equipment) Regulations 1992, The Manual Handling Operations Regulations 1992, The Control of Substances Hazardous to Health Regulations 2002 the Work at Height Regulations 2005 and other current legislation, require, that for all work activities, the risks to the health and safety of employees and other persons, should be identified and assessed.

When the risks are considered unacceptable, they must be eliminated, minimised or reduced to an acceptable level. Legislation specifies that, as well as the general duties above, certain activities require risk assessments to be carried out, they are:

- Use of visual display equipment (computer screens)
- Fire safety risks
- Substances hazardous to health
- Manual handling operations
- Work at height

The Company will allocate one or more persons to carry out risk assessments. Written records of assessments will be produced by those persons and will include hazard identification, those groups of persons especially at risk and the necessary means of control.

Assessments will be reviewed normally on an annual basis, when a job, or location changes, or when new equipment, processes or materials are introduced.

3.1.8 Hazardous Substances

BPC Interiors will ensure the safe storage, transport, handling, use and disposal of all substances and materials on the premises. This will be achieved through compliance with the Control of Substances Hazardous to Health Regulations, other Regulations and relevant guidance.

Health and Safety data sheets will be obtained from suppliers for all substances and will be used as part of the necessary assessment of possible risks for employees and others.

Employees who are involved in the use etc. of substances and materials will be told of the hazards and necessary precautions by their line managers. They must work and handle these substances and materials in accordance with the instructions and the training given to them.

3.1.9 Protective Clothing and Equipment

Where required by the work activities, materials, the nature of the work area or local environment, the Company will provide suitable Protective Clothing and Equipment.

All employees will be given adequate training to ensure that they are aware of how such articles/equipment should be used and the reasons for their use.

Records will be kept by the Office Manager of all such provision and training.

3.1.10 Manual Handling & Lifting

The Company will take into account, in developing its work procedures, **The Manual Handling Operations Regulations 1992**. In an attempt to eliminate the need for manual handling by employees, mechanical handling equipment will be utilised where possible.

Where manual lifting/handling is required, the company will provide training to employees in an endeavour to reduce the risk of back injury. The Company does not require any operative, particularly a young person, to lift, without assistance a load, which is likely to cause injury.

3.1.11 Falls from Heights

To minimise the risk of falls of persons or materials, which may cause injury, BPC Interiors will:

- Undertake a risk assessment to identify if working at height is required.
- Ensure that work is not carried out at height, where it can be done safely by other means.
- Where work is carried out at height, take suitable and sufficient measures to prevent any person or materials falling a distance liable to cause personal injury.
- Provide training and instruction, or take other suitable and sufficient measures to prevent any person falling a distance liable to cause personal injury.

3.1.12 Fire Safety

Detailed instructions on fire prevention and what to do in the event of an emergency will be communicated to all employees and clearly posted on each floor. It is the responsibility of all employees to ensure they are familiar with these instructions.

Fire Safety (cont.)

Fire Marshals are appointed on each floor to control evacuation in the event of fire. Evacuations should take place in an orderly manner and a roll call will be carried out at the assembly points. A number of employees will be trained in use of fire fighting equipment.

New employees will be instructed in fire prevention and evacuation on the first day of employment.

Fire drills will be held at least twice per year and records kept.

Fire fighting equipment is located throughout the premises, and is tested at 12 monthly intervals by a contractor, as is the alarm system.

3.1.13 Young Persons

BPC Interiors when taking into employment persons who have reached the minimum school leaving age, but have not yet reached the age of eighteen (18), will follow HSE guidance on the health and safety young workers.

Before taking a young person into employment, BPC Interiors will make an assessment of the risks to the health and safety and will take account of a number of factors, such as:

- The inexperience and immaturity of young people, and their lack of awareness of risk.
- Type of work equipment and the way it is used.
- Possibility of exposure to physical, biological and chemical agents.
- Health and safety training provided to young people.

Having carried out this assessment, BPC Interiors will determine whether the young person should be prohibited from doing certain work because of the risks involved.

Where BPC Interiors are requested to give Work Experience to school age children, they will provide school/parents/guardians with information on any risks identified by their assessment and specify what protective measures are being taken.

Young persons will be made aware of this documentation by the Office Manager who will keep a copy in the office concerned.

3.1.14 Welfare Arrangements

Suitable welfare facilities will be provided by BPC Interiors for employees in accordance with the Workplace Regulations.

3.1.15 Stress

BPC Interiors recognise that stress is the adverse reaction people have to excessive pressure, and if stress is intense and goes on for some time, it can lead to mental and physical ill health, although some pressure/stress is important to give motivation to undertake work and other activities to an acceptable standard.

Stress (cont.)

The aim of BPC Interiors is to ensure that its employees are kept safe and healthy at work and are not subjected to excessive workloads, onerous working practice or a detrimental working environment. In addition any employee suffering from stress or stress related problem will receive support from BPC Interiors.

Any individual suffering from stress or stress related issues should, in the first instance, speak with their Line Manager.

To minimise work activities creating high stress levels, BPC Interiors will:

- Manage work activities to minimise such stress levels occurring
- Ensure that staff have the necessary skills, training and resources, so that they know what to do, are confident that they can do it, and they receive credit for it.
- Consult staff on working practices
- Review working hour patterns/change routines
- Follow up any changes made to ensure that they're having the intended effect
- Ensure that managers discuss with the Director Responsible for H&S any staff members who may demonstrate high stress levels
- Support staff, where an employee shows symptoms of stress

3.1.16 Policy Monitoring and Review

The operation and contents of this Policy will be reviewed at annual intervals. The person responsible for reviewing and updating the safety policy, responsibilities and arrangement is the Director Responsible for Health & Safety.

As part of an ongoing process of monitoring this Policy and its effective implementation, a programme of audits will be carried out of health and safety activities, safe systems of work, compliance with and the adequacy of procedures will be carried out at intervals not exceeding 12 months.

3.2 Construction Works.

All construction work undertaken by BPC Interiors, will be planned and managed in accordance with **The Construction (Design and Management) Regulations 2007, The Control of Substances Hazardous to Health Regulations, The Control of Asbestos At Work Regulations 2006, The Work At Height Regulations 2005, The Regulatory Reform (Fire Safety) Order 2005** and all other relevant legislation.

General welfare facilities may be shared with a Client or Principal Contractor with their agreement. BPC Interiors or their contractors will provide all necessary specialist welfare facilities relevant to their work activities.

Any electrical equipment or installation will be in accordance with the I.E.E. Regulations or the **Electricity at Work Regulations** and will be installed, tested and maintained by qualified electricians only. All portable electrical equipment, and extension cables, will be 110-volt, centre tapped to earth, or lower voltage and will be inspected 3 monthly and proof of testing provided.

Access to and from the work site will be designed to minimise the possibility of risk to the Health and Safety of building occupiers, pedestrians or vehicle traffic from the movement of site plant, equipment or delivery vehicles.

The site layout, where under the control of BPC Interiors, will be so designed to minimise unauthorised access to the site, to provide safe access for pedestrians and vehicles, safe storage areas and adequate welfare and office facilities.

Prior to works being undertaken, an assessment and survey will be made by a specialist contractor to ascertain the type and position of existing services within the site.

3.3 Project Planning

3.3.1 Communications

Prior to commencement of Construction works, BPC Interiors will provide all sub-contractors/designers with the Pre-Construction Information. BPC Interiors will then require sub-contractors to provide their own site-specific Method Statements and Risk Assessments as relevant to their work activities.

Regular discussions will take place with all BPC Interiors employees, the Client, Contractors, Designers and the CDM Co-ordinator to ensure that the inter-relationship between the various parties and their effect on Health and Safety is raised and the arrangements kept up to date.

The Contract Teams will meet on a monthly basis to discuss and review all on site activities for BPC Interiors, a large part of this relating to Health and Safety. These discussions will not be limited to any specific issue under the Health and Safety banner but will address all current and future work activities and will provide an open forum for the entire team to discuss any related matter.

BPC Interiors will maintain consultation with all Contractors working on projects and ensure that they consult with their own employees in due course. BPC Interiors will, at regular intervals, discuss the task method statements with Contractors working on site at that time, to ensure that their views are considered in arranging for future phasing of works to minimise risk throughout a project.

3.3.2 Asbestos

When preparing the Pre-Construction Information, details will be sought from the Client / Building Managers / Landlords regarding the asbestos content of any work area. If this information cannot be provided, or is considered to be inadequate in any way, a detailed Refurbishment and Demolition Asbestos Survey will be required before work commences. **Persons must not assume that there is no asbestos present, positive information must be obtained.**

If required by the client, a specialist contractor will be appointed to identify and remove any asbestos or other hazardous materials. Any operative discovering a substance which he suspects to be asbestos, or the identity of which is not known, will cease work immediately in that area and notify his Supervisor who will inform the Principal Contractor Site Manager, if applicable, so that appropriate action can be taken.

3.3.3 Electrical Safety

Prior to works commencing, details of the existing electrical supplies or other services will be obtained from the Client, building managers or the utility companies. Where such information is not available a survey will be undertaken by a specialist contractor to ascertain the presence of: temporary and permanent supplies, overhead and underground services, temporary energised services and the need for isolation, retention or diverting of supplies.

Many occupied premises are in multi-occupancy and there may be a need for retaining services, providing temporary supplies and ensuring that no temporarily energised services exist that may pose a hazard to operatives.

3.3.4 Unauthorised Access

All reasonable measures will be taken to minimise unauthorised access to the work areas and other locations that may endanger the health and safety of any persons gaining access adjacent to or under work areas. Where Clients or Building Managers have existing security procedures, they will be incorporated within the BPC Interiors site procedures.

All such protection will be the responsibility of BPC Interiors or their Contractors and where works are to be undertaken in the vicinity of areas in which members of the public, and especially children are at risk, a greater degree of protection will be provided.

Where works access will interfere with normal road traffic, either vehicle or pedestrian, a safe system of work will be developed to provide for barriers, signs or other necessary equipment.

3.3.5 Underground/Hidden or Overhead Services

Prior to works commencing, information from utility companies, the Client, or Building Managers, as appropriate, together with a site survey, will be used to ascertain the exact position of all services.

Specialist contractors will be used as necessary, to isolate services to or within the site and to fix signs as to the location of any retained services, passing across or near to the proposed works, which cannot be isolated, diverted or otherwise made safe.

Overhead services/obstructions will be identified, protection installed as necessary and shown on drawings.

3.3.6 Contractors/Consultants

BPC Interiors may be liable for the actions of any consultant or contractor who adversely affect health or safety on our office premises or Construction Work projects. To minimise the risk of this occurrence, all consultants and contractors will be assessed for their competence in Health and Safety issues, prior to their appointment, and they must accept and follow BPC Interiors procedures.

Contractors should adhere to all relevant statutory requirements applying to the work they are carrying out. They must also ensure:

- That all persons visiting sites must wear protective footwear and other PPE as required.
- That work is adequately discussed with BPC Interiors representatives to identify potential hazards and risks to the health and safety of occupiers of premises, contractors' employees, employees or members of the public, from the work being undertaken.
- Provide detailed methods of working, sequence of operations and their risk assessments for the specific tasks.
- Brief their own employees on premises/task safety issues, method statements and procedures.
- Provide suitable and adequate protective clothing to their employees e.g. safety footwear on all occasions and overalls, helmets, eye, ear and respiratory protection, as necessary.
- Provide suitably skilled Supervision, who are competent in H&S, to ensure the work is carried out correctly and in compliance with Company rules and procedures, and the above mentioned legal requirements
- Liaise with the Project or Site Supervisor, at the start, during and on completion of the work.
- All portable electrical equipment will run off 110-volt or less, and tested on a 3 monthly basis.

In addition to task specific rules, Contractors must obey the following BPC Interiors General Site Rules:

- Alcoholic beverages and drugs, other than those correctly prescribed must not be brought onto maintenance premises or construction sites, consumed at the workplace, or personnel be under their influence whilst on the premises.

- All accidents / incidents, no matter how slight are to be reported immediately to the Site Supervisor or BPC Interiors Limited Site Supervisor / manager.
- Smoking is prohibited in all but designated areas.
- All equipment brought onto, and/or used in the workplace, must be to an appropriate standard, correctly maintained, in good and safe condition and with all relevant test and inspection certificates and suitably labelled.
- All health and safety and other relevant signs must be obeyed.
- Children are not permitted on site

3.3.7 Monitoring

The effectiveness of the Project planning procedures will be monitored by the BPC Interiors Site Supervisor, reporting to the Project Manger any shortcomings perceived at site level.

When required the services of an external consultant may be used to carry out site inspections and reporting the findings to the Project Managers, who will review the reports and update procedures if the need arises.

3.3.8 Training

The BPC Interiors policy is to provide all relevant training in health and safety, as well as in technical or managerial issues, when either changes in technology, materials, poor working practices or work location dictate.

All employees receive general health and safety awareness training for either office or construction activities on a regular basis and this training is supplemented by training in specific aspects as shown below as highlighted in various sections of this policy:

Page ref:

- 11-12. **Site Managers H&S** - " in accordance with the health and safety awareness training given to Site Managers " "... brought to the attention of all operatives, consultants or visitors during their site induction training given by the Site Manger, upon their first visit to site."
- 14. **Contractors** - must demonstrate proof of their training and competence prior to their appointment
- 18. **The maintenance of office equipment** - All staff required to use office machinery will be given training and instruction in its use.
- 19. **Emergency arrangements** - The Director Responsible for H&S will ensure that all fire, first aid and emergency procedures are developed and made available to all staff and that they are all conversant with their operation.
- 33. **Health surveillance** - To help provide employees with information regarding ill health, regular checks will be carried out by questioning employees about illnesses, to establish any pattern or relationship to their work.
- 34. **Hazardous materials and operations** - BPC Interiors will allocate one or more persons to carry out risk assessments. Written records of assessments will be produced by those persons and

Training (cont.)

will include hazard identification, those groups of persons especially at risk and the means of control necessary.

- 33. **The Use of Personal Protective Equipment** - All employees will be given adequate training to ensure that they are aware of how such articles / equipment should be used and the reasons for their use.
- 33. **Manual Handling** - Where manual lifting / handling is required, the Company will provide training to employees to reduce the risk of back injury or other muscular / skeletal damage.

34. **Work equipment and abrasive wheels** - All operators of plant and equipment shall be in possession of current training certificates. Those persons required to change the wheels on abrasive disc cutting machines will receive the necessary training and hold the appropriate certificate.
35. **The use of lifting equipment** - Only trained authorised personnel can co-ordinate lifting operations, use lifting equipment, sling loads or direct lifting operations.
38. **The use of Safety Harnesses** - All operatives required to use safety harnesses, will be trained in their fitting, maintenance and use, and also instructed on how to achieve a secure anchorage to various structures.
39. **Working in Confined Spaces** - Operatives to be employed in confined spaces will receive adequate training, and certification for confined spaces operations.
40. **Managing Permits to Work -Site Managers** working for BPC Interiors, are trained in implementing Permits to Work, and must liaise with the Client / building managers, to ensure the permit to work system is understood and enforced among their operatives.

Records of all such training will be held by the Office manager, and kept in the company offices.

3.4 **CDM Regulations**

For notifiable projects under the Construction (Design and Management) Regulations 2007, where no external appointments exist, BPC Interiors will undertake the role of CDM Co-ordinator, and will use the services of a health and safety consultant to provide the specialist services required and the element of independence necessary for the function to be effective.

BPC Interiors will be undertaking the roles of Designers, CDM Co-ordinator and Principal Contractor where a third party CDM Co-ordinator has not been appointed by the Client.

Resourcing is linked to the nature of the project and will be suitable to ensure that BPC Interiors's obligations for their disciplines under the CDM Regulations are fulfilled.

Project Managers are trained in the current health and safety aspects of the work undertaken by BPC Interiors and the procedures to be undertaken by the Designers, CDM Co-ordinator and Principal Contractor and will ensure that the co-ordination of the construction and design phases is undertaken in accordance with CDM 2007, as well as ensuring effective communication channels are achieved through the management of design and relevant construction activities.

3.4.1 **Client Duties**

BPC Interiors will ensure the Client for each notifiable project is aware of their legal duties placed upon them by the Construction (Design and Management) Regulations 2007, which include:

The Client appoints competent persons as:

- The CDM Co-ordinator
- The Principal Contractor

Client Duties (cont.)

The Client must ensure before works commence that:

- Pre-Construction Information is provided
- All persons appointed are competent and resourced.
- They allow sufficient time for each phase of the project.
- They co-operate and co-ordinate their work with others to ensure the H&S of persons.
- Suitable arrangements are made for the Project Management of health and safety, so the project is without risk to the H&S of persons, and ensure that:
 - Designers confirm that their designs and any associated designs comply with CDM
 - Contractors confirm that they will monitor compliance with H&S requirements.
- Contractors will provide suitable Welfare Facilities from day one of construction works.
- Where a structure is to be used as a workplace, it is designed in accordance with the Workplace (Health, Safety and Welfare) Regulations.

The Client must ensure that Construction Work does not commence on site unless:

- The Principal Contractor has prepared a suitably detailed Construction Phase Plan
- The Client is satisfied that the provision of Welfare Facilities will be complied with during Construction.

After Construction has commenced, the Client themselves or with assistance, must ensure the above detailed arrangements are maintained, and:

- There is adequate protection for the Client's workers and/or members of the public.
- That adequate welfare facilities have been provided by the contractor.
- There is good co-operation and communication between Designers and Contractors

Safety Files

- The Client must ensure the H&S File is kept available for all future works e.g. maintenance
- The H&S File is revised as often as necessary and after any works which may change or update the details e.g. Asbestos information.

3.4.2 CDM Co-ordination

Where no external appointment exists, BPC Interiors will inform the Client a CDM Co-ordinator must be appointed for Notifiable projects. BPC Interiors will use the services of a health and safety consultant to provide specialist advice where necessary regarding co-operation with the CDM Co-ordinator who's role includes:

- Advise and assist the Client comply with his duties
- Notify HSE and update information as necessary
- Co-ordinate design work, planning and other preparation for construction with regard to H&S
- Assist in the identification and collation of the Pre-construction information
- Provide the Pre-construction information to all designers, Principal Contractor and other contractors
- Manage the flow of information between Clients, Designers and Contractors.
- Advise the Client on the suitability of the Construction Phase Plan and the arrangements to provide welfare
- Ensure the designers are complying with their CDM design responsibilities for either permanent or temporary works
- Liaise with the Principal Contractor regarding:
 - The contents of the H&S File
 - The information required for the PC to prepare the Construction Plan
 - Any Design development which may affect the planning and management of Construction works, either permanent or temporary works.

3.4.3 Contractor

BPC Interiors will ensure full co-operation with the Principal Contractor, and ensure the responsibilities imposed by the Construction (Design and Management) Regulations 2007, are integrated within their overall BPC Interiors Project activities where necessary, and will ensure:

- Check the Client is aware of their legal duties.
- Ensure they and anyone they appoint are competent
- Plan, Manage and Monitor his construction work to ensure there is no H&S risk to persons
- Inform contractors they appoint of minimum time allowed to plan & prepare his works before they commence
- Provide suitable training to employees for the specific project works
- Provide to every person working on construction work:
 - Suitable H&S induction training
 - Information on the risks to their H&S
- Ensure any design work complies with CDM
- Create and comply with:
 - The Site Rules.
 - The procedures to be followed in the event of serious and imminent danger and the persons appointed to manage the actions.
- Every contractor to provide employees with all required health and safety training
- No Constructions Works to commence until Unauthorised Access is prevented on the site.
- Ensure that suitable Welfare Provisions are provided throughout the project.

3.5 Design

All persons who undertake design activities for or on behalf of BPC Interiors i.e. preparing drawings, design details etc for either permanent or temporary works will ensure that BPC Interiors policy and procedures are implemented on a daily basis, on all design elements of projects.

Those persons undertaking design activities by or on behalf of BPC Interiors will:

- Ensure the Client is aware of their Legal Duties and has appointed a CDM Co-ordinator.
- Not commence work other than initial designs unless a CDM co-ordinator has been appointed.
- Ensure they are competent and resourced to address the H&S issues involved in the design.
- Co-operate with the CDM Co-ordinator, Principal Contractor and other designers.
- Co-ordinate their designs with other designers.
- Avoid when preparing/modifying designs any foreseeable risks to the H&S of persons carrying out construction or demolition work, liable to be affected by such work, undertaking future maintenance or repair, cleaning any window translucent wall, ceiling or using the structure designed as a workplace.
- To avoid these risks the Designers must:
 - Eliminate hazards which may give rise to risks or where the risks cannot be eliminated reduce the risks from any remaining hazards.
 - Give priority to collective preventative measures over individual protection measures.
- Design a structure that is to be used as a workplace, in accordance with the Workplace (Health, Safety and Welfare) Regulations.
- Provide sufficient information with their design, about the design of the structure, its construction or maintenance for inclusion in the health and safety file.

The requirements of the appropriate health and safety standards or legislation relating to design are to be adequately applied within the area of responsibility, to all projects undertaken by BPC Interiors.

Design options shall include consideration of current levels of building occupation, the degree of risk from occupation, any risks associated with adjacent structures, property or services.

Design (cont.)

The hierarchy of risk elimination, with regard to design activities will be applied as required:

- Avoid all foreseeable risks to the health and safety of any person involved in construction, cleaning, maintenance and demolition of a structure and any person who may be affected by site works.
- To combat, at source, risks to the health and safety of any person constructing, maintaining or repairing the designed structure.
- To give priority to measures for protecting an area used by persons involved in construction, maintenance etc.

3.6 Emergency Arrangements.

BPC Interiors has appointed the Site Supervisor to be responsible for ensuring that information regarding all fire, first aid and emergency procedures is available to all site employees, consultants and contractors and that they are all conversant with their operation, during the Site Induction Training.

On work sites, local emergency procedures will be communicated to all workers including local hospital details, HSE offices, first aid arrangements, fire precautions and any other site specific procedures as set out in the Construction Plan and method statements.

Methods of raising the alarm and calling emergency services during work activities and the following emergency procedures will be implemented:

- First aid personnel and equipment
- Fire extinguishers or similar provided
- Methods of raising the alarm and calling emergency services
- Precautions and procedures necessary to facilitate evacuation of the site or work area
- Provision of emergency electrical supplies

BPC Interiors encourages employees to become properly trained first aiders. The name of first aiders and other relevant information is given to all staff.

3.7 Welfare Arrangements

BPC Interiors will provide full welfare facilities, in accordance with legislation, whilst taking into account the specific nature of the site and the works to be undertaken.

Arrangements will be made to utilise their general welfare facilities where they are available from the Clients domain and supplemented by any additional specialist facilities required.

Where the welfare facilities are to be provided by BPC Interiors suitable accommodation will be provided for rest and eating of food together with means of heating drinks/food.

The basic welfare provisions will be:

- A rest area separated from construction operations, with adequate tables and seating with back support for the numbers involved.
- A source of drinking water with cups or fountain.
- A means of heating water for drinks.
- A means of heating food e.g. microwave.

Basic welfare provisions (cont.)

- Hot and cold or warm running water for washing, with soap and towels and in close proximity of toilets.
- Facility/area to store clothing.
- Suitable toilet facilities (this means a flushing WC; portable chemical toilets are acceptable for short term use only), for both male and female employees and visitors.
- Depending on the site operations, if there is a requirement for work outside, or wet work is involved, the provision of a drying area for wet clothing may be required.

The welfare facilities will be adequately ventilated and maintained in a clean and hygienic condition at all times. No storage of tools or construction materials is permitted in the rest area and the segregation should be sufficient to prevent dust from construction operations entering the rest area.

BPC Interiors will ensure a site plan identifying the location of all welfare facilities and emergency means of escape is affixed to this plan and displayed within the welfare facilities and around site.

Where such facilities are provided, they will be cleaned regularly and employees are required to use them properly and see that the area is left clean and tidy, during and at the end of each shift, and ensuring that good hygiene practices are observed.

Ensure that all protective clothing is kept in a clean and serviceable condition and stored in the facilities provided.

3.8 Health Surveillance

To help provide employees with information regarding ill health, regular checks will be carried out by site management questioning employees about illnesses, to establish any pattern or relationship to their work.

If this appears to produce evidence linking work activities to illness, medical advice and / or assistance will be sought.

3.9 Risk Assessments

The Management of Health and Safety at Work Regulations 1999; The Health and Safety (Display Screen Equipment) Regulations 1992; The Manual Handling Operations Regulations 1992; The Control of Substances Hazardous to Health Regulations 2002, The Work at Height Regulations 2005 and other current legislation require, that for all work activities, the risks to the health and safety of employees and other persons, should be identified and assessed.

When the risks are considered unacceptable, they must be eliminated, minimised or reduced to an acceptable level.

Legislation specifies that, as well as the general duties above, certain activities require risk assessments to be carried out, they are:

- Use of visual display equipment (computer screens)
- Substances hazardous to health
- Manual handling operations
- Design activities for construction projects
- Construction Works

Risk Assessments (cont.)

BPC Interiors will allocate one or more persons to carry out risk assessments. Written records of assessments will be produced by those persons and will include hazard identification, those groups of persons especially at risk and the means of control necessary.

Assessments will be reviewed normally on an annual basis or when a job or location change, new equipment, processes or materials are introduced.

BPC Interiors will ensure the safe storage, transport, handling, use and disposal of all substances and materials on site. This will be achieved through compliance with the Control of Substances Hazardous to Health Regulations 2002, the Control of Pollution and other specific Regulations and relevant guidance.

Safety data sheets will be obtained from suppliers for all substances and will be used as part of the necessary assessment of possible risks for employees and others.

Employees who are involved in the use etc. of substances and materials will be told of the hazards and necessary precautions by their line managers. They must work and handle these substances and materials in accordance with the instructions and the training given to them.

3.10 Protective Clothing and Equipment.

BPC Interiors Limited will provide employees with suitable Protective Clothing and Equipment where required by the work activities, materials, the nature of the site or local environment together with identification clothing.

All employees will be given adequate training to ensure that they are aware of how such articles/equipment should be used and the reasons for their use. Records will be kept by the Site Supervisor of all such provision and training.

Any person observed not to be wearing Protective Clothing or Equipment, whilst undertaking work, or in a location which requires such articles to be worn/used, will be instructed to stop work or leave the area until the equipment is obtained and worn or used.

3.11 Manual Handling & Lifting.

BPC Interiors will take into account when developing its work procedures, **The Manual Handling Operations Regulations 1992.**

Where possible, mechanical handling equipment will be utilised in an attempt to eliminate the need for manual handling, but where this is not practicable, then the work will be planned in an attempt to minimise it.

Where manual lifting/handling is required, BPC Interiors will provide training to employees in an endeavour to reduce the risk of back injury or other musculoskeletal damage. A written risk assessment will be made of those work situations requiring mechanical lifting equipment or manual handling to be used.

BPC Interiors does not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury, and an adequate supply of suitable gloves or equipment is available for use as required, for the handling of materials, which could cause injuries.

BPC Interiors will insist that all employees and visitors on site wear safety footwear and the supervisor will remove from site any person not wearing suitable protective footwear.

3.12 Work Equipment

BPC Interiors will follow the Regulations that are applicable to such specified equipment i.e. **The Provision and use of Work Equipment Regulation 1998, The Lifting Operations and Lifting Equipment Regulations 1998**, and any other relevant legislation or industry guidance.

BPC Interiors will make sure that all equipment is suitable for its' planned use and will take into account the working conditions and hazards in the workplace when specifying the equipment to be used.

BPC Interiors will provide adequate information, instruction and training, and will provide equipment that conforms to both, the EC product safety directive and UK Regulations.

Any plant or equipment will only be used for operations for which, and under conditions for which it is suitable, and that the equipment is maintained by the employer in an efficient state, in good working order and in good repair.

Adequate safe clearance is to be maintained around all work equipment, and the local work area is to be kept free of debris, off cuts and tripping hazards.

All equipment will be identified by individual numbers, and will be regularly maintained, inspected, tested and thoroughly examined as required and all records of such inspections etc kept on site.

All operators of plant and equipment shall be in possession of current training certificates. Those persons required to change the wheels on abrasive disc cutting machines, will receive the necessary training and hold the appropriate certificate.

3.12.1 Hand Tools

All cutting tools e.g. chisels (for wood or metal), saws, knives, files etc. must be sharp and free from chips, cracks burrs and corrosion. Striking faces for hammers, chisels and similar tools must be kept polished and clean. Tools not in use are to be stored in toolboxes or other secure locations in the work area.

Screwdrivers are only to be used for the correct task, using the correct sizes at all times, and they are not to be used as chisels, punches, tin openers, paint stirrers or any other act of misuse.

3.12.2 Noise & Vibration

BPC Interiors accepts that various work activities may create and specific work locations may increase excessive noise and vibration levels which could adversely affect the hearing of employees or other persons on site, or may be deemed to be a nuisance by other persons.

All measures will be taken to ensure all plant/machinery and other operations are carried out to an acceptable level of noise or vibration in accordance with legal requirements, building manager rules and any Local Authority Guidelines.

Where such noise levels are above 80 db(A) BPC Interiors will provide hearing protection to its employees.

Where such noise levels are 85 db(A) or above, BPC Interiors will provide hearing protection to its employees, and ensure it is worn.

Noise & Vibration (cont.)

Where practicable work activities will be designed and planned to minimise noise transmission, and tools and equipment will be selected and maintained so as to minimise the generation of high noise levels and disruption to the activities of other building occupiers.

To minimise the effects of noisy working on the individuals undertaking the work, any noisy operations will be restricted to limited working hours and this detail will be given at the site induction.

3.12.3 Vehicles

Only personnel who have a valid operating or driving licence of the class applicable and authorised by the Board may drive BPC Interiors vehicles. The drivers must inspect their vehicles on a daily basis, and any defects found are to be reported to their manager on the appropriate defect report form.

Where provided, seat belts must be worn. Loads must not exceed the capacity of the vehicle and must always be secured in a safe manner. Passengers are not allowed to ride on/in a vehicle unless there is adequate seating and they are on BPC Interiors business.

Any Company employee either directly or indirectly tampering with vehicle restrictive devices will be subject to immediate dismissal

All incidents or accidents involving Company vehicles must be reported immediately to the head office. All road traffic signs speed limits and legislation must be adhered to at all times. Parking or other violations are the responsibility of the driver, however any fines or convictions must be notified to BPC Interiors.

Mobile Telephones

The law regarding the use of mobile telephones in vehicles has been strengthened and BPC Interiors does not endorse the use of mobile telephones whilst driving, and any call which is made or received using a proprietary hands free device, should be only undertaken while the car is parked up and it is safe to do so.

3.12.4 Lifting equipment

All lifting equipment owned or hired by BPC Interiors or its contractors must be individually identified and records of maintenance, inspections, testing and thorough examination where required are kept in the appropriate register on site.

Before using lifting equipment all equipment and operator training records must be checked by the Site Supervisor. Only trained authorised personnel are permitted to co-ordinate lifting operations, use lifting equipment, sling loads or direct lifting operations.

Those involved in lifting operations must ensure that all other persons are clear of the work area and adequate barriers and signs erected. **A minimum clearance of 0.5m must be maintained between a crane body and any other object, the crane slewing motion must be accounted for when siting a crane for lifting operations.**

Lifting equipment that is hired must be checked to ensure that its documentation is up to date and that its operator is in possession of a current operator's certificate.

3.13 Working at Height

3.13.1 General

When working at heights is required, suitable access equipment will be provided, in accordance with the Work at Heights Regulations 2005 (WAHR). BPC Interiors will undertake a risk assessment to identify if working at height is required, and will ensure that work is not carried out at height, where it can be done safely from another position.

Where work is carried out at height BPC Interiors will take suitable and sufficient measures to prevent any person falling a distance liable to cause personal injury:

BPC Interiors will:

- Ensure that work, or gaining access or egress, is carried out from an existing place of work or an existing means of access.

Where this is not practicable:

- BPC Interiors will provide suitable and sufficient work equipment to prevent a fall occurring.

Where the measures do not eliminate the risk of a fall occurring:

- BPC Interiors will provide suitable work equipment to minimise the distance and consequences of a fall.

and

- Provide training and instruction.

or

- Take other measures to prevent any person falling a distance liable to cause personal injury.

Where maintenance works are to be undertaken whether internally or externally to the buildings, a suitable means of access will be provided in accordance with the WAHR 2005.

An adequate system of security will be incorporated when working at heights is required, to safeguard the health and safety of third parties, who may inadvertently pass adjacent to or below the working area, from any falling objects.

Where an existing workplace is not suitable for undertaking works at height, BPC Interiors will provide:

- a mobile tower

Where this is not practicable

- a mobile elevated work platform

Where this is not practicable

- a ladder or stepladder

Working from stepladders may be permitted at the Site Managers discretion, only for work of a short duration and only where risk assessment shows the stepladder is a suitable form of access.

3.13.2 Mobile Alloy Towers

Mobile Alloy Towers will only be erected, dismantled or altered by approved, competent contractors. BPC Interiors personnel, or their sub-contractors, must never interfere with a mobile alloy tower structure erected by a competent person.

Mobile Alloy Towers will be inspected prior to their use and thereafter every seven days if they remain in the same location, or after modification or alterations. The results of inspection will be recorded in the appropriate register and kept on the premises. On completion of the works, these records will be kept in BPC Interiors Limited offices for a further three-month period.

Mobile Alloy Tower structures will be provided with suitable and sufficient means of access/egress with properly constructed working platforms for the works to be undertaken. All working platforms will be maintained in a clear and uncongested condition to ensure the safety of all persons who require access around the site.

All access equipment e.g. ladders, Mobile Alloy Tower or roof ladders etc. will be inspected prior to their use both for their condition and security by a nominated BPC Interiors employee.

When working at heights an adequate system of security will be incorporated, to safeguard the health and safety of third parties who may inadvertently enter the site, adjacent to or below the working area.

3.13.3 Roof Work

If work is undertaken on sloping roofs, which may be fragile or of unknown strength, safe systems of access must be used at all times.

Asbestos sheeted, other fibre cement sheeted roofs, or roofs with integral in-plane roof lights or other fragile roofing systems, will be accessed by the use of a perimeter scaffold, scaffolding towers or tied ladders, in association with crawl boards with guard rails, roof ladders or other safe system.

3.13.4 Scaffolding

Scaffolding will only be erected, dismantled or altered by approved, competent scaffolding contractors and scaffolders. Where possible disturbance of asbestos may result from works, a specialist contractor will be appointed who is licensed under the relevant Asbestos Licensing Regulations.

BPC Interiors personnel or their sub-contractors must never interfere with a scaffold structure erected by a contractor.

Scaffold structures will be inspected prior to their use and thereafter every seven days or after modification or alterations. The results of inspection will be recorded in the appropriate register and kept on the premises. On completion of the works, these records will be kept in BPC Interiors offices for a further three-month period.

No scaffold structure will be accepted for use until a competent person approved by the company has inspected it.

Scaffolding structures will be provided with suitable and sufficient means of access/egress with properly constructed working platforms designed for the works to be undertaken. All working platforms will be maintained in a clear and uncongested condition to ensure the safety of all persons who require access around the site.

All access equipment; ladders, scaffolding or roof ladders etc. must also be inspected prior to their use both for their condition and security.

3.13.5 Weather Conditions

When working at high level external parts of a structure, consideration must be given to be prevailing weather conditions, such as high winds, rain, snow, frost or any other factor which may increase the likelihood of a person slipping, falling or dropping materials and equipment.

Arrangements will be put into place on each specific task, regarding the actions to be taken if any of the above weather conditions are likely to occur while operations are in progress.

3.13.6 Ladders and Steps

Ladders or steps will only be used after an assessment has been undertaken and they are the only suitable form of access equipment to be used in a specific work area. Care must be taken when using ladders. They must be positioned on a firm standing, lashed to the structure or footed to prevent slippage. The ladders must be fixed around the stiles and erected at an angle of 75 degrees (1 in 4).

No ladder will be used for a vertical height in excess of 9 m, without a rest platform being provided. The ladder should extend above a working platform by 1m unless an alternative handhold is provided.

All ladders and steps are to be inspected regularly to check for damage, taken out of use if not serviceable and records of inspections kept by the Company.

Steps provided by the company will be of an industrial specification and conform to BSEN 131 as a minimum standard.

3.13.7 Safety Harnesses

When working at heights and the risk of falling exists, guardrails or other solid protection will be provided. Where solid protection is not practicable, personal suspension systems will be considered.

Where these systems are not practicable, the use of safety harness will be implemented to minimise the effect of any fall, which may occur.

All operatives required to use safety harnesses, will be trained in their fitting, maintenance and use, and also instructed on how to achieve a secure anchorage to various structures.

All the equipment provided by the contractor will be maintained in a serviceable condition, and must be used and maintained in accordance with legislation, BPC Interiors Health and Safety Policy and training provided.

The Site Supervisor / Operative will inspect the harnesses and associated equipment, prior to their use, and records of such inspections will be retained.

When the BPC Interiors introduces new equipment, the Director Responsible for Health and Safety will ensure information on new equipment, for its use and maintenance, will be made available and that all employees are instructed in its correct use.

3.14 Lone Working

Lone working is to be avoided where possible, and not permitted in Confined Space Operations

In the event that any operative is required to work alone, an assessment shall be made of the work location and suitable safe systems of work will be developed and written for the particular situation.

This assessment shall include any information on existing safe systems of work that may be provided by the Client or building managers etc.

Any equipment required will be provided (e.g., personal alarm transmitter) to minimise risk to the operative during the work period, and summon immediate assistance should the operative become incapacitated. Reliance will not be placed on mobile phones due to areas of low signal strength.

The guidance provided in the HSE Leaflet “Working Alone In Safety” will be referred to when making an assessment of any work location, in which an operative may be required to work alone.

3.15 Chemicals

Chemicals for the treatment of water systems, or other construction or maintenance activity will only be used by competent persons, who are in possession of an adequate risk assessment, carried out in accordance with the COSHH Regulations, the manufacturers' or suppliers' safety instructions and a written procedure for the operative involved.

The risk assessment will consider hazards posed to other contractors, building occupants and members of the public. Chemicals and other materials will be stored and transported in accordance with the manufacturers / suppliers recommendations.

3.16 Confined Spaces

If any operative is required to carry out work activities in an area that is a Confined Space, as defined in The Confined Spaces Regulations 1997, then the provisions of those regulations will be followed.

Each confined space will be assessed by a competent person, to ascertain the specific risks involved and control measures required.

Operatives to be employed in confined spaces will receive suitable training and certification for confined spaces operations. All specific safety equipment, communications systems and trained rescue personnel will be provided, and an adequate rescue plan will be developed and operatives briefed on its implementation.

3.16.1 Restricted Space

Restricted space is applicable to any area where room to carry out work operations is limited, or to which access points are smaller than a normal doorway. Risks to be considered include:

- Difficulty in removing a casualty from the workplace, particularly if they are unconscious or otherwise incapacitated.
- Hazards posed by pipe / ductwork, possible contact with live services in the restricted work area (meter reading in an Electrical Cupboard).
- The possibility of claustrophobia.
- The onset of cramp while in a restricted location can make egress from the location impossible for the victim without assistance.

Restricted Space (cont.)

While a restricted space is not necessarily a confined space, the risk associated with any limitation on freedom of movement or access and egress during work activities requires an assessment to be made and suitable safe systems of work to be implemented.

Site Managers will carry out assessment at the work location; if necessary, assistance will be sought from the Project Managers.

3.17 Permits to Work.

Risks involved in site operations particularly where hot works, working on live services etc may include the implementation of a Permit to Work System, and in some situations "lock off" procedures.

Site Managers employed by BPC Interiors are trained in implementing Permits to Work, and must liaise with the Client / Building Managers to ensure that any existing building permit to work system is understood and enforced among their operatives.

All site operatives must be made aware if a Permit to Work system is implemented and abide by its provisions for the duration of the task.

3.18 Demolition

Before any demolition works are undertaken, a Safe System and Sequence of Work will be developed with a detailed written method statement, to ensure that all works are adequately planned. All operatives will be made aware of this documentation by the Site Supervisor, who will keep a copy on site.

3.19 Environmental Controls

The BPC Interiors Board takes a close and responsible interest in the environmental impact arising from the company's activities. The Board's intention is to ensure that all work activities are carried out in accordance with this policy and all relevant statutory provisions. This Policy sets out the BPC Interiors organisation and procedures for managing environmental issues throughout its operations.

The Board has nominated Mr. Paul Johnson as having particular responsibility for Environmental issues for BPC Interiors.

BPC Interiors will provide all practicable measures, including information, instruction, training and supervision for employees and contractors, to ensure that they act in accordance with good practice, therefore preserving and enhancing the environment.

This policy will be brought to the attention of all employees and contractors/designers employed by BPC Interiors. The contents of the policy will be reviewed annually using the assistance of an external consultant where necessary.

When undertaking Construction works, consideration is to be given to the environmental impact of the operations, processes or products.

Serious damage can be caused to the local eco-system due to the run-off of chemicals getting into watercourses, poor storage of products or the lack of equipment for dealing with emergency spillage etc.

The Control of Pollution Act imposes restrictions on work activities, which may create an adverse effect to the condition of the ground, air or water.

During the planning stage of work, the environmental impact will be assessed by BPC Interiors and suitable controls developed and implemented.

BPC Interiors will when undertaking work activities with hazardous products or chemicals, are to provide:

- Suitable and sufficient bunded storage areas.
- Suitable and sufficient spillage control kits for the materials in use.
- Suitable protective clothing and equipment.
- Suitable washing and welfare facilities.
- Training in the reasons why controls are required and the procedures to be adopted in emergency situations.

Such pollution may also create a nuisance to other persons in residence or using the area. Again these issues are to be considered during planning e.g. noise emissions, dust or chemical pollution, especially if food is prepared in the area, and suitable controls put in place.