

**BibbEgan Group Limited Incorporating
BibbEgan Demolition & Strip Out
BibbEgan Site Supplies**

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Health & Safety Policy



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HEALTH & SAFETY POLICY CONTENTS

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HEALTH & SAFETY POLICY STATEMENT OF BIBBEGAN GROUP LIMITED

This policy applies to all areas and operations of BibbEgan Group Limited's undertakings incorporating BibbEgan Demolition and Enabling Limited, BibbEgan MEP Limited, BibbEgan Plant Hire Limited, BibbEgan Site Supplies Limited hereinafter collectively referred to as BibbEgan.

BibbEgan fully accepts its obligations to operate in accordance with the requirements of all current legislation and codes of practice relating to Health and Safety.

Compliance with legislation is regarded as the minimum requirement.

The Company's Health and Safety Policy confirms its commitment to the prevention of injury and ill health and continual improvement in Health and Safety management and performance; to achieving the highest practicable standards of Health and Safety on all projects with which it is associated and to providing working conditions that are safe and healthy for all employees and those under the company's control. The company also confirms its commitment to providing and maintaining safe plant and equipment; to ensuring safe handling and use of substances and to providing relevant information, instruction, and supervision for employees.

The effectiveness of the BibbEgan Health and Safety Policy relies heavily on the competency and co-operation of company employees. The policy is communicated to all persons working under the control of BibbEgan with the intent that they are made aware of their individual occupational health and safety obligations. Every employee has the personal responsibility for implementing the Health and Safety Policy and applying safe systems of work.

The requirements of the Health and Safety Policy are communicated to all employees and their involvement in the management of health and safety is actively promoted through effective and regular consultation.

The Company has an excellent record for Health and Safety at its places of work. It recognises that this is achieved through the active participation of both management and those employed by the Company, in identifying hazards and risks and then taking positive action to control them.

Ultimate responsibility for health and safety lies with Mr James Bibbey who, supported by the company's external Health and Safety Consultants, ensures that adequate resources, advice, and training are provided to deliver the objectives of the Health and Safety Policy and review performance on a regular basis along with proposals for continuous improvement.

The Company's Health and Safety Policy is documented, implemented, and maintained and provides the framework for setting and reviewing the occupational Health and Safety objectives. BibbEgan will ensure that Health and Safety will never be compromised for other objectives. The policy will be reviewed annually to ensure that it remains relevant and appropriate, or sooner should measures need to be taken to ensure its effectiveness.

This policy is available to all interested parties upon request.

Signed:



Mr James Bibbey
Health & Safety Director

for and on behalf of BibbEgan Group Limited and all its subsidiaries. **Dated:** January 2024

This Policy will be reviewed: on an annual basis or
If there is reason to suspect that it is no longer valid, or
If there has been a significant change in the matters to which it relates

COMPANY SAFETY MANAGEMENT ORGANISATION

The effectiveness of the BibbEgan Health and Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the company office or on site, are carried out with due consideration for safety and with minimum risk to health.

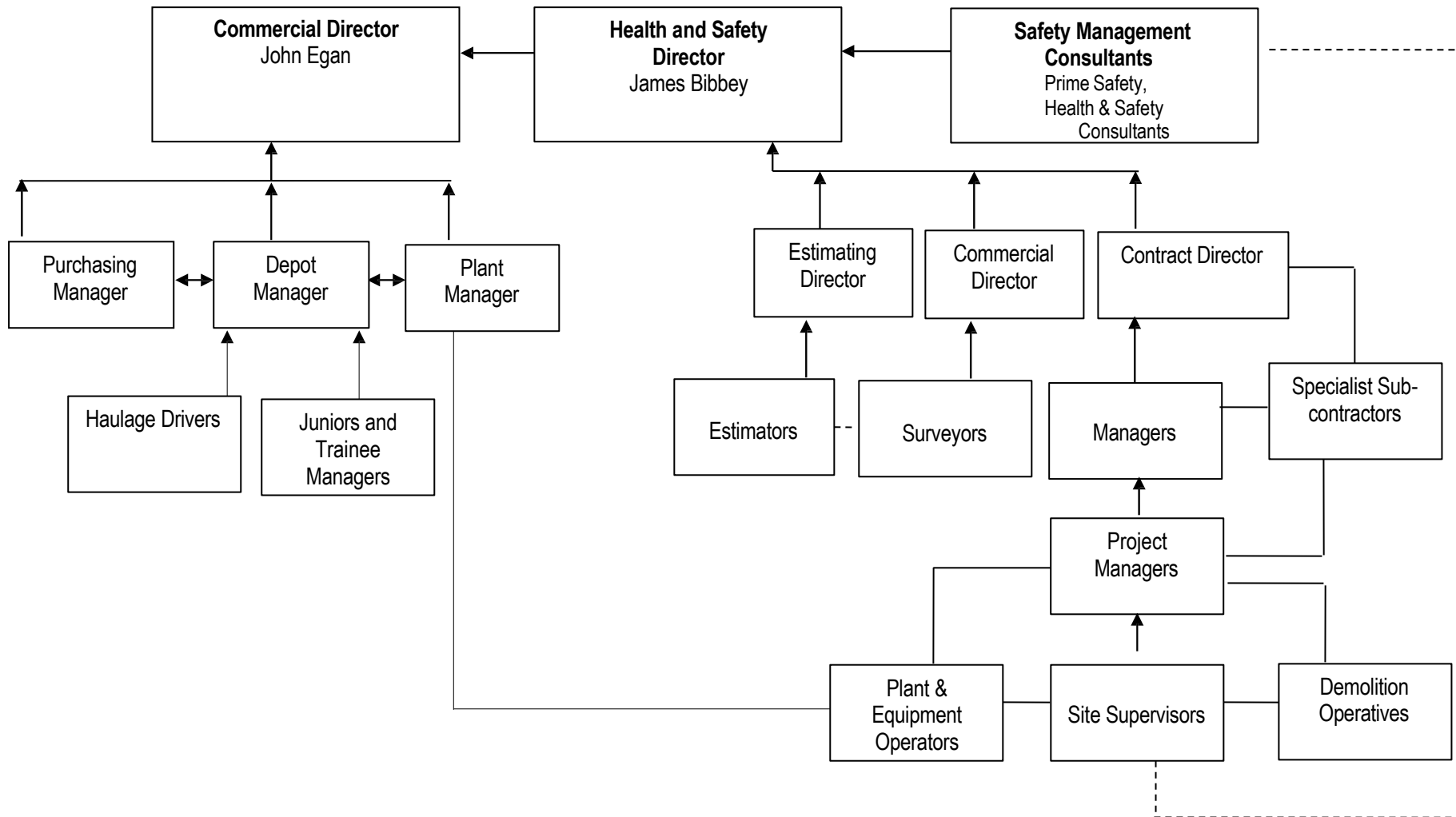
BibbEgan will ensure that the Health and Safety Policy is applied and adopted by all staff and visitors to sites and the office premises. In order to achieve this, BibbEgan has a management structure in place as outlined within this policy together with individuals' responsibilities.

Employees are required to take care of their own health and safety and as well as that of others who may be affected by their actions and are to assist BibbEgan in complying with our statutory requirements.

Any recognised breach of any health and safety regulation or any potential hazard observed while at work is to be reported.

Employees are to pay due regard to any duty or requirement imposed on the company or other persons by or under any of the relevant statutory provisions and are to cooperate with the employer so far as is practicable to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of health, safety and welfare.

COMPANY ORGANISATION CHART



THE RESPONSIBILITIES OF THE MANAGING DIRECTOR JAMES BIBBEY

Ultimate responsibility for all health and safety matters lies with the Managing Director, with specific duties delegated to others according to their experience and training. They will ensure that the Health and Safety Policy is applied across the whole company and is adopted by all operatives, contractors, and visitors to premises where activities are being undertaken.

The Managing Director has a specific duty to:

- Initiate the company's Health and Safety Policy to ensure safe places of work, to prevent injury, ill health and dangerous incidents and to set targets for the reduction of accidents.
- Ensure that the company Health and Safety Policy is fully implemented.
- Ensure that the company's employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of the policy throughout the entire company.
- Sanction the necessary resources for adequate welfare facilities and equipment and allocate adequate time for training and all matters of health and safety to meet the requirements of the company policy.
- Create and maintain a strong positive health and safety culture throughout the company.
- Communicate with BibbEgan's Health and Safety Consultants to ensure new safety legislation is conveyed to all levels of staff.
- Set a good personal example for others to follow.
- Discipline any employee who fails to comply with his/her individual responsibilities towards achieving safe places of work.
- Ensure that the correct health and safety procedures are established at the outset of every project.
- Ensure that health and safety training needs among staff are identified and fulfilled.
- Implement, coordinate, and control the administration of health and safety matters within the company.
- Ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly by competent persons; and those suitable remedial measures are introduced to prevent a similar situation in the future.
- Maintain a comprehensive head office accident log for the company and ensure that, in the event of an accident occurring, the circumstances are fully and accurately documented without delay.
- Ensure that, at the start of projects, where significant or unusual risks become apparent, those engaged to undertake the works are provided with a full briefing on the appropriate health and safety issues. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives on health and safety matters.
- Ensure that risk assessments and method statements are issued or otherwise communicated to employees. Check that those who need to be aware of them understand them. Never assume or leave health and safety matters to chance. Be pro-active and prevent accidents from happening.
- Ensure that the general public is not put at any risk from the company's operations and that security arrangements are kept in order at all times.

- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- Discipline any employee who fails to comply with his/her individual responsibilities towards achieving safe places of work.
- To ensure an accident that requires reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13) is notified to the Health and Safety Executive without delay and the causes thoroughly investigated.

Ultimately, stay abreast of developments in health and safety legislation and good working practices and ensure that any new developments are communicated both quickly and effectively to all company employees.

THE RESPONSIBILITIES OF THE DIRECTORS

The Directors of BibbEgan accept that strong and active Health and Safety leadership is important and accept the following responsibilities:

- To know, understand and implement the Company's Health and Safety Policy with the objective of ensuring safe places of work.
- To protect the Health and Safety of employees or members of the public who may be affected by the business activities.
- To identify Health and Safety as a key business risk.
- To comply with Health and Safety legislation duties.
- To promote strong and active leadership from the top, demonstrating a visible and active commitment from the board.
- To initiate effective 'downward' communication systems and management structures.
- To ensure that good Health and Safety management is integrated with business decisions.
- To ensure effective worker involvement by engaging the workforce in the promotion and achievement of safe and healthy conditions and effective 'upward' communication.
- To provide employees with high quality training.
- To identify and manage Health and Safety risks, accessing and following competent advice, monitoring, reporting and reviewing Health and Safety performance.
- To set a good personal example for others to follow.
- Ensure that the Company's Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.

Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company Employees.

THE RESPONSIBILITIES OF THE ESTIMATORS AND QUANTITY SURVEYOR

Estimators and Quantity Surveyors have particular responsibilities to ensure the adequacy of health and safety in the development of projects. Their responsibilities include:

- Setting a good personal example at all times and develop a positive health and safety culture.
- Prior to placing enquiries, ensure the sub-contractor is on the approved list of sub-contractors. If the sub-contractor is not approved, liaise with the Health & Safety Director to forward the sub-contractor's questionnaire for completion.
- Read and understand the health and safety policy and applicable health and safety legislation which are applicable to the work activity being estimated.
- Undertaking health and safety training synonymous with their responsibility, to ensure they have adequate knowledge of health and safety relating to their works.
- Have knowledge of the various statutory requirements governing the company's work.
- Ensure that the requirements of the CDM Regulations are fully complied with.
- Ensure tenders are adequate to cover sound methods of work and suitable welfare facilities and other control measures identified in the Construction Phase Plan developed to meet the requirements of CDM;
- Establish whether or not local safety conditions apply to the work and ensure they are communicated to all relevant project participants;
- Ensure all construction phase health and safety requirements are priced accordingly to ensure adequate allocation of resources (both labour and materials/plant) and ensure that consideration is given to and provision made within the tender for safe methods of work;
- Ensure all health and safety considerations, identified within the pre-information pack, where applicable, are taken into account, prior to tender submissions;
- Report on unsafe practices observed when visiting sites and noncompliance with the requirements of the Construction Phase Plan;
- Ensure that all suppliers are asked to provide full information on any identified hazards associated with the equipment, materials or services supplied and their control measures;
- Ensure this information is passed on to the Health and Safety department and Health & Safety Director;
- Set a personal example by wearing appropriate protective clothing when visiting sites.

THE RESPONSIBILITIES OF THE PROJECT MANAGERS

The Project Managers have a duty to:

- Monitor, control and correct the health and safety actions of operatives and contractors and others who may be under BibbEgan jurisdiction to ensure that health and safety are given top priority and that the company Health and Safety Policy is fully understood and implemented.
- Ensure that all who report to BibbEgan are kept fully up to date on any matters relating to health and safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- Pay particular attention to ensuring that health and safety matters are effectively communicated to those at the workplace.
- Provide the health and safety director with details of any areas where the company Health and Safety Policy and actual health and safety practice differ.
- Make the Health and Safety Director aware of any health and safety matters which are in any way unusual to those the company normally deals with, i.e. where the risks or nature of the risks are greater or different to those normally encountered by the company.
- Vet the health and safety policies and practices of contractors whom the company proposes to employ and to provide feedback to the Health and Safety Director in the event that policies and practices are found to be unsatisfactory.
- Report any accidents to the health and safety director and maintain an accident log for the company to ensure that, in the event of an accident occurring, the circumstances are fully and accurately documented without delay.
- Ensure that, in the event of an accident that requires the Environmental Agency or the Health and Safety Executive to be notified, that such notification is given without delay.
- Ensure all employees, the self-employed and contractors receive company safety induction and safety awareness training before they start work on site.
- Develop a strong concern for the safety of those that the company engages and for those who may be affected by the activities of the company.
- Understand that the company's safety culture is a serious one and that health and safety is of paramount importance at all times. Know, understand and implement the company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees and any contractors engaged under BibbEgan control, are treated equally with regards to health and safety and have a good understanding of the risks associated with their activities.
- Ensure that risk assessments and method statements are issued or otherwise communicated to employees. Check that those who need to be aware of them understand them. Never assume or leave health and safety matters to chance. Be pro-active and prevent accidents from happening.
- Ensure that adequate personal protective equipment (PPE) is provided and worn when appropriate.
- Maintain a tidy site and storage area and remove or stack materials that are not required in an orderly fashion.
- Bar access to those areas of works that may be hazardous. Ensure that where scaffolds and scaffold BibbEgans are erected, and are in an unsafe condition, that an 'incomplete' notice is displayed and ladder(s) are removed.

- Ensure that machines and work equipment are all maintained in a fit state. Report all defects immediately to the Health and Safety Director with the piece of equipment remaining safely out of use until such time as the necessary repairs have been made.
- Ensure that each project under BibbEgan control has planned emergency procedures, fire fighting equipment, an extinguisher for any hot works and a first aid kit (and a trained First Aid representative(s) where required).
- Provide a briefing/induction to all those engaged to work, supplying details of hazards that may arise and the controls available. If, for any reason, a manager is away from work or unable to fully attend to his/her health and safety responsibilities, he should refer the matter immediately to his replacement. Wherever possible, take responsibility for fully briefing whoever takes over on any safety matters.
- Make arrangements at all places of work between employees, contractors and others to avoid confusion about areas of responsibility for health, safety and welfare.
- Ensure the general public is not put at any risk from the company's operations and that security arrangements are kept in order at all times.
- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow operations to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- Use disciplinary procedures, in consultation with the Managing Director, on any employee or contractor who is careless with regard to their own or others' safety.
- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own wellbeing and that of others around them.
- Make all visitors, suppliers, delivery drivers, etc., aware of safety requirements and provide with the appropriate PPE as and when required.
- Ensure that all hazardous materials have the proper markings, and are used and stored as outlined in any COSHH assessment.
- Maintain a tidy workplace, cordon off areas of work and erect adequate signage.
- Provide an adequate supply of personal protective equipment (PPE) and ensure that it is used correctly at all times. PPE should be used in conjunction with other control measures after engineering controls and safe systems of work have been found to be unsuitable.

THE RESPONSIBILITIES OF THE SITE SUPERVISORS

The Site Supervisors have a duty to:

- Develop a strong concern for the safety of those that the company engages on its sites and of those who may be affected by the activities of the company.
- Understand that the company safety culture is a serious one and that health and safety is paramount at all times. Know, understand and implement the company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees and contractors engaged on sites under BibbEgan control have a good understanding of the risks associated with their activities and the materials that they handle.
- Ensure that risk assessments and COSHH data information is issued or otherwise communicated to the workforce. Check that those who need to be aware of it, understand it. If not, implement and re-check. Never assume or leave health and safety matters to chance. Be pro-active and prevent accidents from happening.
- Ensure that, at the start of every project, all persons receive health and safety induction, and provide a briefing on health and safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives and contractors on health and safety matters.
- Ensure that adequate PPE is available on site, worn when appropriate, replaced when damaged and stored in an orderly fashion.
- Stop any unsafe or potentially unsafe working practices immediately and notify the Demolition Manager if personnel of a particular contractor persistently breach health and safety rules.
- Ensure that a tidy site, workplace and storage area are maintained, that heat, light and ventilation are adequate and that materials not required are removed or stored in an orderly fashion.
- Prevent obstruction of access and egress routes at all times through the safe delivery, stacking and storage of materials.
- Ensure that each project under the supervisor's control has adequate emergency procedures, firefighting equipment and first aid kit, and a trained First Aid representative or appointed person where required by law. If work is undertaken without his/her presence on site, ensure that those requirements which are normally shared, i.e. provision of a First Aid representative(s) and first aid kits are available to those on site.
- Maintain work equipment in a fit state and inspect it prior to the commencement of a shift. Ensure that these inspections are undertaken by all staff. Keep equipment requiring repairs safely out of use until such time as the necessary repairs have been completed.
- If, for any reason, the supervisor is away from work or unable to fully attend to his/her health and safety responsibilities on the site, the matter should be referred immediately to the Demolition Manager.
- Wherever possible, take responsibility for fully briefing whoever takes over the Supervisor's position on any safety matters or issues particular to the sites concerned. Take responsibility for sites, inducting replacement if necessary.
- Never, under any circumstances, allow works to proceed in an unsafe manner and report all accidents, irrespective of whether anyone is injured or not, in accordance with the accident procedure and RIDDOR procedure as laid out elsewhere in this policy.

- Set a good example while attending sites and ensure that all site rules are considered and correct PPE is worn at all times where necessary.
- When standing in for another employee at any time, or assuming the duties of another employee, to carry out those duties in accordance with the appropriate section of this policy.

At the contract stage, the site supervisor must also determine that:

- All hazardous materials are properly marked, used and stored, as outlined in the COSHH assessment.
- Flammables are stored in a suitable environment with adequate firefighting equipment to hand.
- Competent/trained person(s) are available to undertake work and use work equipment.
- A tidy site is maintained and areas of works guarded (when required) and adequate signage erected.
- Materials are delivered and stacked safely to prevent obstruction of access and egress routes.
- Arrangements are made between employees, contractors and others at the premises to avoid confusion about areas of responsibility for health, safety and welfare.
- There is an adequate supply of PPE.
- The safety of third parties is considered at all times before the commencement of any activity on site, and the site is left in a safe and secure manner at the end of each working day.
- There are suitable and sufficient risk assessments for any hazardous situation, and controls are adequately implemented.

Above all else, the Site Supervisor must understand and accept that those whom he/she manages are likely to have or be involved in accidents if the supervisor does not personally take positive steps to prevent them. In this respect, his/her responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control, health and safety matters lies within the supervisor's remit, and is regarded as extremely serious by the company.

THE RESPONSIBILITIES OF THE YARD/DEPOT MANAGER

The Yard / Depot Manager duties include: controlling the daily functions of the yard, completing condition reports on incoming plant and equipment, inventorying, removing, and storing equipment, releasing inventory, maintaining a clean working environment, communicating effectively with other team members and Supervisors.

The responsibilities of the Yard / Depot Manager are to ensure:

- That all plant and equipment is safe, fully efficient, correctly guarded and has been tested in accordance with Statutory Requirements;
- That all repairs and maintenance carried out are performed in the correct manner and emergency repairs are dealt with as soon as possible;
- That all plant records are maintained for both earthmoving plant and portable apparatus;
- That all defective equipment is taken out of service, and replaced, as required, as soon as it is reported;
- That all portable fire fighting equipment is registered and checked at regular intervals and a record of all checks kept;
- That where large pieces of plant / machines are issued to sites, that they are equipped with fire extinguishers;
- Records of inspections of Company owned portable electric tools are kept and that the tools are in a good state of repair and PAT tested every 3 months or as appropriate;
- Where it is impracticable to have equipment sent back to the store for testing, he must arrange to visit sites to carry out such testing.

THE RESPONSIBILITIES OF MANAGER

Manager's have a duty to:

- Understand the company's Health and Safety Policy.
- Monitor, control and correct the health and safety actions of the persons under his/her control to ensure health and safety is given top priority and that the company Health and Safety Policy is fully understood and implemented.
- Ensure that all who report to him/her are kept fully up to date on any matters relating to health and safety.
- Pay particular attention to ensuring that health and safety matters are effectively communicated to those in the workplace.
- Maintain a comprehensive head office accident log for the company and ensure that, in the event of an accident occurring, the circumstances are fully and accurately documented without delay.
- Ensure that any accident, which results in an injury to any person, is reported in accordance with RIDDOR if applicable. Details are to be analysed to assess trends for possible amendments to working practice.
- Take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions while at work.
- Maintain a pro-active role in the assessment of risk and familiarise themselves with the broad requirements of health and safety legislation.
- Ensure there is a drive towards the continual improvement in the company's health and safety performance and the performance of those that the company employs.
- Assist the Health and Safety Director in ensuring that accidents and incidents are fully investigated and causation discovered and that, in the event of an accident that requires the Health and Safety Executive to be notified, such notification is given without delay.
- Ensure that the office is kept clean and tidy and that escape routes are kept clear at all times, undertaking frequent inspections of immediate working environments to ensure that, if a hazard presents itself, it is reported directly or immediately corrected, when possible.
- Be aware of emergency procedures and ask for and expect to receive assistance and guidance promptly on any matter that relates to health and safety at work.
- Consider at all times how the Manager's acts or omissions may impinge on the health and safety of others.
- Report any incidents that, if not corrected, may cause harm to others.
- Provide the Health & Safety Director with details of any areas where the company Health and Safety Policy and actual health and safety practice differ and to highlight those areas where refresher training may be required.

THE RESPONSIBILITIES OF THE HEALTH AND SAFETY CONSULTANT

The responsibility of the health and safety consultant is to monitor changing health and safety legislation and good working practices with the aim of advising and recommending revisions, modifications and amendments to BibbEgan's existing Health and Safety Policy, documentation and systems of work.

In addition, the Health and Safety Consultant will undertake to perform those duties laid out below when requested or should the necessity arise:

- To advise staff at all levels on the implementation of health and safety, i.e. relevant legislation, Codes of Practices and guidance material, the suitability of safety equipment and accident reporting procedures.
- To monitor, by inspection of the workplaces, the health and safety performance of employees and contractors and to report back to the Health and Safety Director following such inspections.
- To advise on and prepare health and safety documentation.
- To prepare statistical analysis in accidents and causation classification, with recommendations on preventative measures to be implemented.
- To investigate and report major injuries, dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which BibbEgan may be involved.
- To promote good working relations with the Health and Safety Executive and other enforcing authorities and to strive at all times to achieve full compliance with current legislation with the co-operation of management staff.
- To assist in the choice and suitability of safety equipment and provide training in its use and storage, etc.
- To provide guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR.
- To provide guidance on the training required to ensure continued health and safety competency of employees, and to maintain an up to date training programme.
- To provide details of any changes to legislation or updated guidance that PRIME SAFETY. (Health and Safety) Consultants Limited feel is appropriate and applicable to individual clients;
- To provide information via safety bulletins on changes to legislation and matters of health and safety applicable to the operations of BibbEgan.
- The Health and Safety Consultant or his nominee is also empowered during an inspection to stop machinery or processes that he considers present hazards to the operators or to other personnel.

THE RESPONSIBILITIES OF EMPLOYEES

All employees of BibbEgan are to comply with their individual duties under Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974, and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2006. These ensure their own safety and the safety of others, and provide the necessary cooperation with BibbEgan to enable the company to carry out its own health and safety obligations towards them. Failure by the employee to comply with health and safety duties and regulations may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all employees are requested to:

- Read and understand the company Health and Safety Policy and comply with its requirements.
- Develop a personal concern for the safety of themselves and others who may be affected by their activities.
- Obtain a good understanding of the risks associated with their activities. Risk assessments will have been produced for any activity involving a significant risk. Read and fully understand them, especially any COSHH assessments and control measures to be used. In the event of any uncertainty, stop work and ask for guidance.
- Regard health and safety information and training as their right. Satisfy themselves as to their competency before starting work. Ask for and expect to receive a toolbox talk on any work or health and safety matters necessary.
- Never, under any circumstances, work in an unsafe manner. If asked to do so – **don't!** Contact: the Health and Safety Director or the Demolition Manager immediately.
- Wear PPE when necessary. Work to eliminate or control the risk first. PPE should be used in conjunction with other control measures.
- Ensure that the correct tools and equipment are used for the job, and that plant and equipment is not used for work for which it was not intended, or only use it if properly trained or experienced.
- Report any damaged plant or equipment. Keep all tools and plant in good condition and inspect them frequently. Do not use them if they are damaged or inadequate for the job.
- Be aware that site emergency procedures exist for the employee's benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aid representatives are.
- Keep the work place tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and, where possible, remove any hazards observed, e.g. nails protruding from timber.
- Refrain from playing practical jokes or taking part in 'horseplay'.
- Work in a safe manner at all times. Avoid taking unnecessary risks that could endanger themselves or others and suggest safer methods of working to avoid putting anyone, including the general public, at any risk. Warn any other persons sharing the workplace of particular known hazards.

The attention of all employees is drawn to their responsibilities under the *Health and Safety at Work, etc., Act 1974*. In particular, these include the following:

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself/ herself and of any other persons who may be affected by his/ her acts or omissions while at work.
- As regards to any duty or requirement imposed on the employer or any other person, by or under any of the relevant statutory provisions, to cooperate with him/her so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- No person will intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

- Employees are reminded that a breach of safety procedures could possibly result in disciplinary action being taken by the company, and that provision is made in the *Health and Safety at Work, etc., Act 1974* for certain breaches to be actioned by the Health and Safety Executive.
- All equipment should be fitted with safety devices or cut outs and these should never be by-passed. All equipment must be tested and supplied in accordance with the current legislation. Defects in plant, equipment and tools must be reported immediately.
- Do not attempt to repair or maintain plant or equipment unless properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place, where required, for the safe use of equipment. Ensure the working environment meets the safety requirements for operating plant/equipment and tools so that heat, light and ventilation are adequate.
- All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the site supervisor and ensure that no work is carried out in the hazard area or with the faulty equipment until such time as the hazard has been cleared.
- All personal injuries must be reported to the First Aid representative immediately. Details are also to be entered into the accident book.

Above all else, understand and accept that the employee is likely to cause, has or will be involved in an accident if positive steps are not taken to avoid them. In this respect, the responsibility of each employee to him/herself and to others is enormous. Be safe rather than sorry.

THE RESPONSIBILITIES OF THE CONTRACTORS

All Contractors will be expected to comply with this Health and Safety Policy of BibbEgan and must submit their own Health and Safety Policy to BibbEgan for verification.

All Contractors have a responsibility to:

- Receive a copy of this Health and Safety Policy on request and will be expected to be fully aware of what is required of them whilst working on sites;
- Ensure that work is carried out in accordance with the relevant statutory provisions and take into account the safety of others who may be present in the work area and comply with any safety instruction given to them by the Project Manager;
- Ensure that plant and equipment brought into a work area is in a safe and good working condition; fitted with any necessary guards and safety devices, with any certificates available for checking. All Employees must be adequately trained in the use of such equipment and, where appropriate, have available any certificates of competence;
- Ensure electrical equipment is regularly tested and suitable for the conditions in which it is to be used or provided;
- Ensure that any injury sustained or damage caused by Contractors Employees is reported immediately to the BibbEgan Project Manager;
- Ensure that when informed of any hazards or defects, they take immediate action;
- Where BibbEgan are not acting as the Principal Contractor, ensure that welfare facilities are provided at sites as well as fire extinguishers and first aid personnel by the Principal Contractor. In circumstances where this is not possible, BibbEgan will make alternate arrangements with Contractors. In many situations there will be co-operation and co-ordination of activities with the Principal Contractor who will make suitable provisions;
- Provide suitable fire extinguishers when undertaking hot works;
- Ensure that workplaces are kept tidy and all debris, waste materials, etc. cleared as work proceeds;
- Wear the protective clothing or equipment appropriate to the works being undertaken or as highlighted in the PPE assessment. Contractors are to provide appropriate protective clothing and safety equipment for their employees;
- Ensure that copies of all risk assessments, COSHH assessments and safe working documentation are available for inspection by the Site Supervisor. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the Client.

GENERAL ARRANGEMENTS SECTION

HEALTH AND SAFETY OVERVIEW

Under the Environmental Protection Act 1990 and the Health and Safety at Work, etc., Act 1974, the Secretary of State is empowered to make regulations for a number of purposes which are listed in the Schedules to the Acts. The Environmental Agency and the Health and Safety Commission may approve and issue Approved Codes of Practice (ACoP) and, although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACoPs remain in force until they are modified or repealed.

ENFORCEMENT

This is the responsibility of the Environmental Agency and the Health and Safety Executive, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement officers / inspectors may visit site and premises, if an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried out until the specific matters have been remedied.

If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to 6 months (3 months under the Environmental Protection Act 1990) and an unlimited fine. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect. The notice may be withdrawn by the inspector before the specified date, however, if the controls are not adequate, the notice may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives) factual information obtained relating to the premises and anything undertaken there, informing them of any action that they may pursue in relation to their findings.

The HSE has introduced a cost recovery scheme; fee for intervention (FFI); in accordance with The Health and Safety (Fees) Regulations 2012.

These Regulations place a duty on the HSE to recover its costs for carrying out its regulatory functions from those found to be in material breach of health and safety law.

A material breach is, when in the opinion of the HSE inspector, there has been a contravention of health and safety law that is serious enough to require them to notify the person in writing.

The HSE and the government believe it is right that businesses and organisations that break health and safety laws should pay for the HSE's time in putting matters right, investigating and taking enforcement action, particularly as businesses may have gained the upper hand with their competitors by saving money on matters of health and safety. Costs were previously paid for from the public purse.

The Fee for Intervention hourly rate is currently £157.

A person found guilty of an offence under the Acts is liable for, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

The Legal Aid, Sentencing and Punishment of Offenders Act 2012 increases the penalties and provides courts with greater sentencing powers for those who flout health and safety legislation. The Act raises the maximum penalties that can be imposed for breaching health and safety regulations in the lower courts from £20,000 to unlimited, and the range of offences for which an individual can be imprisoned has also been broadened.

In accordance with section 120 of the Coroners and Justice Act 2009, the Sentencing Council issued new sentencing guidelines for the sentencing of Health and Safety offences committed by Organisations (employers) and by Individuals (employees). It applies to all organisations and offenders aged 18 and older, who are sentenced on or after 1st February 2016, regardless of the date of the offence.

Courts will determine the offence category based on the culpability and harm factors of each individual case. Health and safety offences are concerned with failures to manage risks to Health and Safety and do not require proof that the offence caused any actual harm. The offence is in creating a risk of harm. Further factors to be considered will be whether the offence exposed a number of workers or members of the public or whether the offence was a significant cause of actual harm.

Courts will follow the general principles in setting a fine in accordance with section 164 of the Criminal Justice Act 2003, which requires that the fine must reflect the seriousness of the offence and that the court must take into account the financial circumstances of the offender.

The fine will be sufficiently substantial to have a real economic impact on the organisation or individual, which will bring home to both management and shareholders the need to comply with Health and Safety legislation.

BibbEgan accepts that the level of fines for some health and safety offences has previously been too low and takes health and safety management responsibilities very seriously in order to prevent accidents and incidents of ill health at all levels within the organisation. Employees are encouraged to act in accordance with the statutory provisions placed upon them and are warned of the consequences that could result if they fail to adhere to our safe systems of work.

The Act fulfils a longstanding Government and HSE commitment to provide the courts with greater sentencing powers for health and safety crimes. The effect of the Act is to:

- Raise the maximum fine which may be imposed in the lower courts to unlimited for most health and safety offences;
- Make imprisonment an option for more health and safety offences in both the lower and higher courts;
- Make certain offences, which are currently tri-able only in the lower courts, tri-able in either the lower or higher courts.

ABRASIVE WHEELS

An abrasive wheel is any powered wheel, cylinder, disc or point which is constructed of or coated in abrasive particles. Most accidents involving abrasive wheels are due to incorrect use and poor maintenance, in particular the selection of the wrong wheel or over speeding. Abrasive wheels generally rotate at very high speeds and contact with the revolving wheel can cause serious injury. Abrasive particles are thrown off during the grinding process and can cause injury, particularly to the eyes. Wheels may also disintegrate or 'burst' causing fragments of the wheel to be projected at great speed in any direction.

Abrasive wheels are mainly used on fixed machines within maintenance workshops and on portable machines i.e. angle grinders.

Hazards arising from the use of abrasive wheels include:

- Electric shock;
- Bursting of the wheel;
- Injury from flying debris;
- Damage to hearing from noise;
- Cuts to the body;

- Dust particles;
- Entanglement of loose clothing;
- Fire and explosion.

The Company shall ensure that:

- Appropriate training is given to all employees to be engaged in the use of abrasive wheels and shall ensure the employees are competent in their use. Only trained employees will be permitted to operate, undertake the mounting of abrasive wheels or conduct an inspection of an abrasive wheel machine.
- The relevant risk assessment has been reviewed by the person instructed to undertake the work and is fully understood by that person.
- The manufacturer's instructions for the machine are available and provide details regarding the spindle speeds to enable the correct selection of abrasive wheel for the spindle speed of the machine.
- Only those wheels that are in a good condition are used and are operated at the appropriate speed.
- Wheels that are worn or damaged are discarded and that wheels are used for the task that they are designed for e.g. cutting discs must never be used for grinding.
- Guards are fitted in order to contain any fragments, ejected material and to prevent contact with the disc according to the manufacturer's instructions at all times the wheel is in use.
- All machines have an efficient starting and stopping device which is easily accessible and can be readily operated with start triggers and never over-ridden.
- Where noise and dust is produced it is controlled at source in order to prevent reliance on PPE by the user or third parties e.g. by the use of extraction or water to prevent dust and by the use of the machine in an enclosure to prevent noise affecting third parties.
- Personal Protective Equipment is issued and worn when hazards cannot be eliminated e.g. goggles, hearing protection and mask.
- That only abrasive wheel machines manufactured and tested in accordance with the relevant British Standards are made available to site, to operate at a voltage not exceeding 110 Volts (CTE), unless special clearance is given in accordance with the appropriate assessment and method statement.
- That abrasive wheel equipment is maintained in good working order, suitably stored, issued for the appropriate purpose and is used in the proper way.
- That abrasive wheel equipment is visually inspected by operatives before every use to ensure it is without defects. All defective equipment is to be immediately taken out of use and the matter reported to the Supervisor.

Employees are expected to:

- Not use any equipment or attempt to change an abrasive wheel unless they have received the appropriate training and have been authorised by the company to do so.
- Immediately report any defects whether real or suspected to their line manager and to remove the equipment from service.
- Use the equipment for its intended purpose and in accordance with the safe systems of work developed by the company.

- Not modify or remove any safety devices fitted to the machine and to wear any specific PPE as required when operating any abrasive wheel equipment.

ACCIDENT INVESTIGATION

BibbEgan, together with our Independent Health and Safety Consultants PRIME SAFETY. (Health & Safety) Consultants Limited, will undertake a thorough investigation of accidents/incidents in juxtaposition with contractors and Principal Contractors.

First aid injuries will be recorded and the record sheets forwarded to the Health and Safety Director for his consideration as to what action to take. RIDDOR accidents will be investigated to ensure that suitable controls are implemented and safe systems of work are adopted, with the aim of preventing recurrence, removing the hazard and reducing the risk. Details of company accidents will be reviewed, as will investigations when undertaken, with details analysed to consider if there are any trends present; whereby working practices need to be changed and further controls included in risk assessments, to reduce risk or eliminate a hazard.

The reasons for investigating accidents are:

- To discover the circumstances of an accident in order to implement controls to prevent recurrence;
- To ensure that the preventative measures taken are adequate and pose no further risk;
- To determine whether any specific breaches of legislation have occurred;
- To increase the knowledge and awareness of employees;
- To maintain credibility of the accident reporting mechanism to the general workforce;
- To provide confidence to our clients that systems will be reviewed and controls applied if required.

All accidents will be reported to the Demolition Manager for his consideration, as soon as is practical after the incident has occurred. The Health and Safety Director will determine if an accident investigation is required and dependent on the circumstances and a subjective assessment an investigation will be undertaken. Examples of these circumstances are:

- Accidents or incidents which have been repeated;
- Fatalities irrespective of cause;
- Accidents whereby the cause is uncertain and the controls in place to prevent recurrence require expert attention;
- Specified injuries to persons at work, as defined in RIDDOR 2013;
- All reported cases of disease that meet the criteria for reporting under RIDDOR 2013;
- Dangerous occurrences where it appears from the report that the outcome, potential outcome, or apparent breach of law is serious;
- Work related accidents involving the public, as defined in RIDDOR 2013.

ACCIDENT PROCEDURE, REPORTING AND RIDDOR

All accidents are to be reported to the Health and Safety Director and entered into the accident book. The statutory requirement to report under RIDDOR 2013 will be complied with and attended to by the Health and Safety Director. An accident book will be retained at the office and on work sites. In the event that there is an accident on site, full details will be completed in the book and the page detached and sent to the head office for the attention of the Health and Safety Director.

In the event that an accident is reportable, the Health and Safety Director, together with PRIME SAFETY. (Health & Safety) Consultants Limited, will give consideration to completing a formal investigation.

In recognition of its duties under RIDDOR 2013, the Company has instigated a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance, BibbEgan will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment.

The company will provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.

In accordance with RIDDOR 2013, the Health and Safety Director will ensure that the reporting of all accidents, diseases and dangerous occurrences outlined in the regulations will be reported within 10 days unless where detailed:

- All deaths to workers and non-workers that arise from a work related accident (report to HSE without delay);
- Specified injuries to workers as outlined in Regulation 4 of RIDDOR 2013;
- Over 7 day injuries (whereby an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days, not counting the day of the accident) (within 15 days);
- Work related accidents involving members of the public who are taken from the scene to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances);
- Reportable occupational diseases caused or made worse by work, as listed in RIDDOR 2013;
- 27 categories of Dangerous Occurrences as listed in the regulations.

How to report

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

BibbEgan will retain all records of incidents to ensure that sufficient information is collected to properly manage health and safety risks. This information will be used as a valuable management tool as an aid to risk assessment helping to develop solutions to potential risks. In this way, records will help BibbEgan prevent injuries and ill health and control costs from accidental loss.

ALCOHOL, DRUGS & SMOKING POLICY

Anyone found under the influence of or in possession of alcohol or narcotics will be dismissed from the areas of work and may be subjected to appropriate disciplinary measures, which could result in dismissal for serious or repeated offences.

Employees, labour only contractors and contractors are reminded that some prescription drugs may induce tiredness and lethargy etc. therefore it is the Policy of BibbEgan that any person who is taking medication, prescribed or not, is to inform their Supervisor if those drugs could affect their performance whilst at work. Employees etc. are also requested to notify their Supervisor of any illness that may affect their ability to undertake work activities in a safe manner. Employees are required to submit this information pursuant to Section 7 of the Health and Safety at Work etc., Act 1974.

Anyone found smoking in an area other than designated “Smoking areas” will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures. Together with being a health risk smoking also greatly increases fire risk. The Smoke-free (Premises and Enforcement) Regulations 2006 prohibit smoking within premises and within company vehicles. therefore this is a statutory requirement.

ASBESTOS – DEALING WITH UNIDENTIFIED MATERIAL

The presence of asbestos is not always obvious. The HSE have advised that it is sensible to assume that any building constructed or refurbished before the year 2000 will contain asbestos materials, e.g. insulation boards, corrugated roof sheets, cement guttering, pipe work and lagging. No work should be carried out which is likely to expose employees to asbestos unless an adequate risk assessment with regard to exposure has been made.

If materials containing asbestos are cut or damaged, minute fibres of asbestos can be released into the air which may be inhaled if adequate precautions are not taken. Some people exposed to this risk, and in particular those who also smoke cigarettes, have developed asbestosis and/or certain types of cancer. It is well known that exposure to asbestos fibres can result in asbestosis; a disease caused by fibrous scarring of the lungs. Lung Cancer, Mesothelioma and Laryngeal Cancer are other diseases that can be suffered after contact with asbestos fibres.

If you suspect a material to be asbestos which was not identified during an initial assessment of the site, STOP WORK! Inform your Supervisor immediately and ask others to leave the immediate work area.

Employees of BibbEgan are not permitted to handle asbestos products.

If asbestos is discovered BibbEgan will ensure that the work area is protected to prevent disturbance of the material and subsequently to prevent damage to any asbestos which may result in the release of fibres. BibbEgan will then arrange for (or pass onto the client or Principal Contractor to arrange) a competent person / specialist analyst to assess the material to confirm if it is asbestos; ascertain the condition of the asbestos containing material and whether it requires removal or can be left undisturbed. If the materials are left in place and undisturbed it will be necessary for the owner of the site to introduce a system of management of the remaining identified asbestos. A log for the building must be kept and the type of and location of the asbestos must be recorded.

If asbestos is confirmed and its condition is poor, then a specialist Licensed Contractor will be employed to protect, repair or encapsulate the asbestos or remove the asbestos to a specified tip that is licensed by the local waste disposal authority. Once the asbestos has been made safe or removed other Contractors will be advised and clearance certificates will be made available. Work will then continue with caution, in case any further un-identified asbestos is found.

Supervision of operatives and contractors

The Supervisor will ensure that no unauthorised person enters the working area until clearance certificates have been received and it has been confirmed that the results are satisfactory. Regulation 10 of the Control of Asbestos Regulations 2012 requires employers to ensure that adequate information, instruction and training is given to their employees who are liable to be exposed to asbestos or who supervise such employees.

Asbestos Awareness training will be provided to anyone who needs to know more about asbestos that may be encountered during construction and it is a legal requirement for all people employed in all sectors of the building, construction and demolition industry if they may disturb or come into contact with asbestos through their employment.

Safe Systems of Work

Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry e.g.:

- Culverts within the ground;
- Historical disposal in shallow pits;
- Lagging of pipes;

- Fire protection;
- Insulating boards;
- Ceiling tiles;
- Stipple coatings (e.g. artex);
- Roof and cladding sheets;
- Drainage goods etc.

In many of the above cases, products now supplied are asbestos free.

The three main types of asbestos used/found are:

- CHRYSOTILE Commonly known as 'white' asbestos;
- CROCIDOLITE Commonly known as 'blue' asbestos;
- AMOSITE and MYSORITE Commonly known as 'brown' asbestos.

NOTE: Colour must not be relied upon for positive identification.

All asbestos is prohibited in the manufacture of new materials under The Control of Asbestos Regulations 2012, but is still to be found in many old buildings and plant.

NOTE: There can be no guarantee that asbestos will not be found in more recent applications.

If asbestos is found or suspected to be present at a workplace where it is likely to be disturbed it must be analysed. This will determine the type of asbestos and the precautions which will need to be taken.

REMEMBER!

If you suspect a material to be asbestos which was not identified during an initial assessment of the building, STOP WORK! Inform your Supervisor immediately and ask others to leave the immediate work area.

ASBESTOS – DEALING WITH NON-LICENCE REMOVAL

Introduction

The Control of Asbestos Regulations (CAR) 2012 imposes all requirements with regards to dealing with asbestos containing materials.

The requirements of anyone carrying out work with asbestos insulation, asbestos sprayed coating or asbestos insulating board, is that they must hold a license granted by the HSE. With regards to non-licensed materials such as cement products, bitumen products, floor tiles, linoleum, brake lining, the removal of artex requires trained and competent persons to comply with Regulation 10.

Ancillary work means work associated with the main asbestos works of removal, repair or disturbance, so if access is required by scaffold to carry out these works then a license scaffold company is required to work in close proximity to licensed Asbestos Containing Materials (ACMs).

All asbestos is potentially dangerous. It can be found not just in lagging and insulation materials but also in many common building products, particularly those in which it was installed pre 1986. The HSE recommend that any building built prior to the year 2000 may contain asbestos containing materials.

If there is any doubt with regards to asbestos we will contact the local HSE Office or our Safety Advisor for specialist assistance.

Notification

The notification of works must be carried out by Asbestos license holders who are required to notify the enforcing authority of works with asbestos insulation, asbestos coating or asbestos insulating board under the Control of Asbestos Regulations 2012.

This must be carried out 14 days prior to the start date using the ASB5 Notification form. This is to enable the relevant enforcing authority to either inspect the site before or after the works.

A waiver to the 14-day rule can be granted by the HSE if an emergency or imminent danger is foreseeable. All requirements for granting a waiver must be complied with before starting works.

Asbestos Waste is a hazardous material and must only be disposed of at a licensed tip, by an EA registered waste carrier and the correct paperwork completed by way of a waste consignment note. If we are to remove any non-licensed materials then we will arrange for a registered waste carrier to transport the waste accordingly to the correct facility. All relevant parties must maintain a copy of the waste consignment note for a period of 3 years.

Face Fits

If our operatives are required to wear RPE, then the HSG 53 Respiratory Protective Equipment at Work stipulates that quantitative fit tests are carried out to ensure that the face piece can provide adequate protection for the wearer. Face Fit tests identify those wearers as being suitable for the type of respirator that they are fitted for. Those who cannot obtain an adequate fit i.e. those who have beards, or not clean shaven or have injuries to their face or other facial disfigurements should not be allowed to enter a work area that may have a high level of asbestos fibres.

RPE must be checked before use to ensure that it is in clean and usable condition especially if it has been stored for a period of time before use. Monthly competent person checks must be carried out and a record kept.

Air Monitoring

Any air monitoring required on site will be undertaken by a UKAS accredited company. This will generally be set up by the Licensed Asbestos Removal Contractor. If our operatives or third parties are concerned about asbestos works being undertaken on our sites then we will request a copy of monitoring for reference.

Some works may require background air monitoring to be carried out such as when undertaking ground contamination removal or removal of non-licensed materials to ensure that we are not exceeding the control limit. Each site will be assessed for its individual requirements and a UKAS analytical company requested to carry out backgrounds air monitoring at suitable intervals to build up a database of fibre levels during the undertaking of such works.

Control Limits

The control limit of 0.1 fibres per centimeter cubed (f/cm³) for work with all types of asbestos over a 4-hour period is defined within the Control of Asbestos Regulations 2012.

Sporadic and of Low Intensity cannot be considered if the concentration of asbestos in the atmosphere is liable to exceed 0.6 f/cm³ of air over 10 minutes in any working day.

We are not licensed to work on licensed materials.

Further guidance can be found in the new HSE ACOP L143 Work with materials containing Asbestos.

Asbestos Type	4 Hour Control Limit f/cm ³	10 min control limit f/cm ³
All forms of asbestos, Either alone or In mixtures	0.1	0.6

Information, Instruction and Training

In the Control of Asbestos Regulations 2012, regulation 10, there is a duty to ensure that persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as:

General maintenance staff; electricians; plumbers; gas fitters; painters/decorators; joiners; plasterers; demolition/construction; workers; roofers; heating/ventilation/telecommunication engineers; fire/burglar alarm installers; computer installers; architects; building surveyors and other such professionals and shop fitters – must receive Asbestos Awareness Training.

The training needs of our employees are the responsibility of the Health and Safety Director and will be reviewed on a regular basis. The introduction of asbestos awareness training for our relevant employees will be part of our training programme. Refresher training is to be carried out once a year and be designed to meet the specific training needs of the individual.

Removal of non-licensed asbestos containing materials will only be undertaken by trained and competent persons to ensure compliance with regulation 10. The necessary equipment and PPE/RPE will be provided by BibbEgan.

If our works require the use of scaffolding access, then the works must be assessed to indicate whether asbestos licensed scaffolders will be required to erect/dismantle the scaffold in accordance with the Control of Asbestos Regulations 2012.

If the materials are non-licensed such as asbestos cement sheeting or asbestos slates then a licensed scaffold company will not be required, but removal of such non-licensed materials will require trained and competent person as indicated above.

Non-licensed works must be undertaken in accordance with the Control of Asbestos Regulations 2012 and further reference on individual tasks can be found in HSG 210.

Asbestos Survey

Prior to undertaking demolition or refurbishment works there is a requirement to undertake a destructive survey to ascertain the extent of asbestos containing materials within the building. This is to be carried out before works commence and should be passed to us as part of the tendering package to enable us to price the works accordingly.

Requirements for surveys are laid down in the HSE guidance HSG 264 Asbestos: The Survey Guide, which replaces MDHS 100. This document will be referenced to for further information.

Survey must be kept on site for the duration of the works and be under the control of the Site Supervisor and be included as part of the induction process.

Surveys must be undertaken by competent and trained persons and with a Demolition & Refurbishment survey all parts of the building must be accessed as far as is reasonably practicable and any non-accessed areas must be recorded as containing asbestos until they can be suitably accessed and further sampling undertaken.

Identified asbestos containing materials will be removed by trained and competent persons relevant to the materials discovered and in accordance with the Control of Asbestos Regulations 2012, L143 and relevant guidance.

Non-Licensed Materials

We are not asbestos licensed holders and therefore do not carry out the removal of licensed ACMs. We do however remove non-licensed ACMs and therefore require trained and competent persons to undertake the works in compliance with regulation 10 of the Control of Asbestos Regulations 2012.

Training involves a one day training course in addition to the half day asbestos awareness, where persons will receive training on RPE use, correct PPE, waste handling techniques, safe removal techniques, correct decontamination and the HSE guidance HSG 210 Asbestos: Essentials Task Manual.

This training is required to have an annual refresher as laid down in regulation 10 of the Control of Asbestos Regulations 2012 and training centres will be selected to ensure that they have the correct theoretical and practical knowledge to undertake the training to a high standard.

CDM CONTRACTORS DUTIES

When acting as a Contractor, BibbEgan will:

- Ensure that when appointing a Designer or Contractor that they have the skills, knowledge and experience and, where relevant, organisational capability to carry out the work for which they are being appointed, or that they are in the process of obtaining them;
- Co-operate with other duty holders;
- Plan, manage and monitor the construction work under our control so it is carried out in a way that controls the risks to Health and Safety and that it is proportionate to the size and complexity of the project and the nature of risks involved;
- Ensure that effective, preventative and protective measures are put in place to control the risks and the right plant, equipment and tools are provided to carry out the work involved;
- Co-ordinate the planning, management and monitoring of our own work with that of the Principal Contractor and other Contractors, and where appropriate the Principal Designer. Attending regular progress meetings with other duty holders to ensure that our arrangements for planning, managing and monitoring our own work can feed into, and remain consistent with, the project-wide arrangements;
- Monitor our work to ensure that the Health and Safety precautions are appropriate, remain in place and are followed in practice;
- Assess the existing Health and Safety skills, knowledge, training and experience of our workers, compare these existing attributes with the range of skills, knowledge, training and experience they will need for the job; and identify any shortfall in order to provide the 'necessary training'; and not rely on CSCS cards or similar as evidence that a worker has the right qualities;
- Provide appropriate supervision to all Employees, Contractors and newly trained individuals giving them the opportunity to gain positive experience of working in a range of conditions. The level of supervision provided will depend on the risks to Health and Safety involved, and the skills, knowledge, training and experience of the workers concerned;
- Provide Supervisors who have the skills, knowledge, training, experience and leadership qualities, good communication and people management skills to be effective. All Supervisors will be provided with nationally recognised site supervisor training which includes leadership and communication skills;
- Domestic clients are now also in scope of CDM 2015; we understand that their duties may be transferred to BibbEgan (on a single contractor project) or the Principal Contractor (where more than one contractor is involved). Where a Principal Contractor or Principal Designer has not been appointed by the client, this role may fall to BibbEgan where the company will be in control of the construction phase of the project;
- Where a Principal Contractor has been appointed we will follow the Construction Phase Plan that is relevant to our work and facilitate co-operation and co-ordination between contractors. We will produce a Construction Phase Plan before construction begins where BibbEgan are the only Contractor on the project;

We will also ensure that Employees or Contractors under our control:

- Are consulted about matters which affect their health, safety and welfare;
- Take care of their own Health and Safety and others who may be affected by their actions;

- Report anything they see which is likely to endanger either their own or other's Health and Safety;
- Co-operate with the management of BibbEgan, fellow workers, Contractors and other duty holders.

CDM PRINCIPAL CONTRACTORS DUTIES

Where BibbEgan has been appointed as Principal Contractor we will plan, manage and monitor the construction phase and coordinate matters relating to Health and Safety during the construction phase to ensure that construction work is carried out without risks to Health or Safety.

BibbEgan will:

- Prepare a construction phase plan that ensures the work is carried out without risk to Health or Safety;
- Implement the plan, including facilitating co-operation and co-ordination between contractors;
- Review, revise and refine the plan and check that work is being carried out safely and without risks to health.
- Take steps to prevent unauthorised access to the site by using fencing and other controls;
- Provide welfare facilities; making sure that suitable facilities are provided throughout the construction phase;
- Provide suitable site inductions; giving workers, visitors and others, information about risks and rules that are relevant to the site work and their work;
- Liaise with the Client and Principal Designer on design and discuss any new design or changes to an existing design;
- Ensure the safe working, co-ordination and co-operation between contractors;
- Monitor site Health and Safety standards and control measures to ensure that they remain effective, e.g. carrying out visual checks or inspections and dealing with any issues;
- Provide relevant Health and Safety information required for the Health and Safety file to the Principal Designer. Where the Principal Designer appointment finishes before the end of the construction phase, because all design work has finished, we, as Principal Contractor, will take on the responsibility for the file and for handing it over to the client.

Where we engage contractors and labour only contractors, we will:

- Check their Health and Safety capabilities and give them the Health and Safety information they need for the work, discuss the work with them before they start and ensure that all of the agreed provisions are in place prior to their starting works (for example safe scaffolds, plant and access to welfare facilities);
- Monitor their performance and remedy any shortcomings;
- Provide suitable management and supervision; ensuring that those managing and supervising the work have the right blend of skills, knowledge, training and experience and that there are an adequate number of supervisors' familiar with the type of work planned;
- Provide key information on Health and Safety risks;
- Issue relevant parts of the construction phase plan that needs to be shared with contractors and communicated with operatives through induction and worker engagement.
- Communicate with operatives by a clear two-way process, giving an opportunity for both parties to contribute to decision making;

- Ensure that all contractors and operatives on the project are aware; of what has to be done and what is expected of them; when it will be done and how it will be done safely and without risks to health.

COMMUNICATION

BibbEgan sees communication within the company as an essential part of effective Health and Safety management. The company will endeavour to communicate to employees their commitment to Safety. In doing so, we will ensure that employees are familiar with the contents of the Company's Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

BibbEgan aim to work with their Client's Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Environmental, Health and Safety matters and is communicated to relevant employees in order to ensure safe working of all parties at all times. In the event that an employee has concerns with regards to health and safety they are encouraged to contact their Supervisor so that the issue can be solved. Members of the public who may have concerns with regards to any matter will be given the telephone number of the head office so that it can be dealt with.

BibbEgan will ensure that there is adequate consultation with all personnel should there be any alteration to working practices; when new plant is introduced or for any reason that may impinge on the Health, Safety and Welfare of employees, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Committee and Safety Representatives Regulations 1977. Employees are encouraged to have a representative when a formal convener has not been appointed.

COMPANY OFFICES

Management is responsible for the provision and control of all office accommodation and equipment, and the management of the office personnel.

Suitable access to and egress from the office accommodation shall be provided, kept clear of obstructions and adequately illuminated.

Suitable lighting, adequate ventilation and heating control will be provided to ensure a suitable working environment.

The positioning of office furniture, equipment and machinery will be planned to ensure it is located in accordance with the manufacturers' specifications and ensure it is compatible with safe and healthy operational practices.

All office staff will be provided with suitable instruction on office procedures to achieve tidy working conditions and safe working practices.

Management will undertake risk assessments of the fire risk relating to premises under its control.

Appropriate fire precautions shall be provided in accordance with the fire risk assessment.

Procedures shall be prepared that are to be followed in the event of fire or emergency and personnel shall be instructed in those procedures and given appropriate training in the use of firefighting equipment. Fire evacuation drills shall be conducted at least every six months, the date and comments are to be recorded and retained.

A fire plan will be displayed at conspicuous locations and firefighting equipment provided and maintained serviceable at the locations identified. All fire extinguishers will be provided in accordance with the current British standards.

Fire alarms and smoke detectors will be installed and tested weekly.

Fire exits will be inspected at the start of each day and maintained serviceable at all times.

Suitable first aid and welfare facilities will be provided and maintained.

COMPLAINTS PROCEDURE

Construction work by its very nature, is likely to impact upon the surrounding environment, including neighbouring buildings and their occupants including passers-by and members of the public in general. Our policy is to conduct our activities with due consideration to anyone that may be affected by our work and to reduce any adverse impact of our activities to as low as practicable.

BibbEgan will work pro-actively with the allocated Principal Contractor, Principal Designer, the Client and Local Authority to ensure that site nuisances are restricted as far as is reasonably practicable.

Consideration will be given to all reasonable recommendations to obviate the impact on the surrounding environment. Should a third party or member of the public offer a complaint, the details will be recorded by the Supervisor in accordance with the complaints procedure and forwarded directly to the company office for the attention of Mr James Bibbey.

In the event that an Employee has any concerns with regards to any Health and Safety matter, they are encouraged to speak directly to their Supervisor so that the issue can be resolved. In circumstances where an employee feels that the issue has not been adequately rectified, they are to outline their complaint in writing and forward it to the Head Office for attention of Mr James Bibbey. Where required, Mr James Bibbey will arrange a meeting to discuss the issue further so that the appropriate action or controls can be put into practise.

CONSULTATION WITH EMPLOYEES AND CONTRACTORS

The Company will ensure that there is regular consultation with all Employees and Contractors to achieve and maintain an effective Health and Safety culture within the Company's operations. The Company will consult with the Employees or their representatives and contractors, before the introduction of new procedures or technology that may affect their working practices.

Consultation will also occur before the introduction of new statutory information, new or modified work equipment or systems of work and when new technology or new substances are to be used. The consultations will be undertaken on a formal and informal basis according to the matters being relayed. Where necessary, the Company will keep records of the consultations. Employees are encouraged to contact Supervisor if they have any concerns or queries with regards to health and safety matters or systems of work.

CONTRACTORS

BibbEgan recognise our duty to appoint Contractors who are competent and we will make reasonable enquiries for evidence of competency prior to engaging companies in contractual works. We will ensure that the contractor has the skills, knowledge and experience and, where relevant, organisation capability to carry out the work for which they are being appointed as detailed in Regulation 8 of the Construction (Design & Management) Regulations 2015. This competence check will take into account the nature of the work being undertaken and the risks that this work entails.

All Contractors will be asked to satisfactorily complete a copy of BibbEgan pre-qualification safety questionnaire and they will be placed on the Approved Contractor list before they are asked to tender for any work. If successful when tendering, a pre-commencement meeting may be required to discuss any unusual Health and Safety implications relating to a particular project.

All Contractors will be asked to submit a copy of their Health and Safety Policy, current certificate of Employers Liability Insurance, training certificates and Method Statements / Risk Assessments in advance for verification before commencing work for BibbEgan.

Contractors will be expected to comply with the Health and Safety Policy of BibbEgan when working on site and will be supplied with a list of Safety Rules and Requirements. The following paragraph may be inserted into Contractors contracts:

“Please note this copy of our Company Policy for Health, Safety and Welfare and a list of Safety Rules and Requirements for Contractors on this Company's sites and client's premises. Your acceptance of the requirements of this Policy will be deemed to include acceptance of the requirements of our Company Policy”.

Please contact the Health and Safety Director for information on any matter in connection with Health, Safety or Welfare.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

BibbEgan recognise our duties in accordance with the Control of Substances Hazardous to Health (Amendment) Regulations 2004 (COSHH) and will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics i.e. cost, effectiveness and quality.

Material Safety Data Sheet (MSDS)

BibbEgan will keep copies of the MSDS for every product used which is identified as being hazardous. The MSDS will be obtained from the suppliers or manufacturers. The Health & Safety Director will review the MSDS to ensure they remain current, usually at the same time as reviewing the COSHH assessments.

Assessment of risk

The Health & Safety Director will ensure that before work starts, information is obtained on any material or substance to be used and that an assessment of the risk in the use of that material or substance is completed.

BibbEgan will ensure all products which fall into the COSHH regime are subject to assessment. Assessments will be conducted by the Health & Safety Director with advice and input from others as necessary.

The Health & Safety Director will ensure that the results of any such assessment are provided to site, together with any necessary control measures or personal protective equipment, and that all appropriate measures for the protection and health of persons who may be exposed to materials or substance hazardous to health are planned before work starts.

Training

Operatives must be trained to look out for warning signs, e.g. harmful, irritant, corrosive, toxic, etc. on the container label and the MSDS.

The Demolition Managers will ensure that operatives receive adequate information and instruction in the handling and use of any material or substance hazardous to health, and that all procedures planned to handle or use any hazardous substances are carried out fully and that any protective clothing, equipment or hygiene measures are provided and maintained as required.

All measures necessary to protect other workers and members of the public from any substance hazardous to health will be provided and maintained.

Storage and use of hazardous materials

All hazardous materials will be stored in secure ventilated areas.

Care will be taken to ensure that in the event of a spill hazardous mixing does not occur, for example the mixing of a bleach with an acid.

Hazardous material stores will include spill containment and where they are a dedicated room, will not have drainage installed or any drains present will be covered and sealed unless in use. Where hazardous materials are stored in cabinets, etc. any nearby drains will be sealed when not in use.

Spill containment materials such as absorbent granules, socks, etc. will be stored by the hazardous materials for use in the event of a spill.

Dust

Some hazardous substances are the product of a work process, such as the dust produced when using saws and angle grinders. Dust from concrete products is known to be particularly hazardous. BibbEgan will purchase tools and equipment when available that eliminates dust or in the next instance reduces dust produced. Water suppression or a dust extraction system will be implemented and in the last instance Respiratory Protective Equipment (RPE) will be worn by the operatives to further reduce any remaining risk.

CO-OPERATION AND CO-ORDINATION

If we are to build and maintain a Clean, Healthy and Safe working environment it is essential that there is co-operation between all Employees and Contractors. All Employees and Contractors are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company's undertakings.

BibbEgan will ensure that through co-operation and co-ordination, all employees within shared places of work, work in a safe environment.

CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007

An offence will be committed where failings by an organisation's senior management are a substantial element in any gross breach of the duty of care owed to the organisation's employees or members of the public, which results in death. The maximum penalty is an unlimited fine and the court can additionally make a publicity order requiring the organisation to publish details of its conviction and fine.

In considering the liability of an organisation under the Act, a jury must consider any breaches of health and safety legislation and may have regard to any health and safety guidance. In addition to other health and safety guidance, this guidance could be a relevant consideration for a jury depending on the circumstances of the particular case.

The Law

There are no new obligations under this Act. However, the Act does provide a new offence under existing common, civil and criminal law. Companies and organisations who comply with existing health and safety legislation are not likely to be in breach of the new provisions, particularly if they can show due diligence to continual improvement in their Company's Health and Safety culture.

This Act:

- Makes it easier to prosecute companies and other large organisations when gross failures in the management of health and safety lead to death;
- Removes a key obstacle to successful prosecutions because, until now, a company could only be convicted of manslaughter if a "directing mind" (such as a director) at the top of the company was also personally liable;
- Means that both small and large companies can be held liable for manslaughter where gross failures in the management of health and safety cause death; not just health and safety violations;
- Does not apply to individual directors, senior managers or other individuals: it is concerned with the corporate liability of the organisation itself (but where there is sufficient evidence, individuals can already be prosecuted for gross negligence manslaughter and for health and safety offences and the Act does not change this position).

The Sentencing Council issued new sentencing guidelines for judges imposing fines in relation to the size of the convicted organisation. Under the Corporate Manslaughter and Homicide Act 2007, there is no upper limit on penalties.

The following factors will be assessed when deciding upon penalties:

- How foreseeable was serious injury;

- How far short of the appropriate standard did the organisation fall;
- How common is this kind of breach within the organisation;
- Was there more than one death, or a high risk of further deaths, or serious personal injury in addition to death.

The fine imposed will reflect the seriousness of the offence and will take into account the financial circumstances of the organisation. The fine will be sufficiently substantial to have a real economic impact which will bring home to management and shareholders the need to achieve a safe environment for workers and members of the public affected by their activities.

DATA PROTECTION AND RECORD KEEPING

The General Data Protection Regulations 2018 (GDPR) and the UK General Data Protection Regulations 2020 (UK-GDPR) aims to facilitate the free flow of personal data whilst ensuring a high level of data security. The data protection regulator, the Information Commissioner's Office (ICO), will also be given more power to defend consumer interests and issue higher fines, of up to £17 million or 4 per cent of global turnover, in cases of the most serious data breaches. BibbEgan are aware of our legal responsibilities and will:

- Document our current data processes and demonstrate that they meet compliance requirements;
- Document what personal data is held;
- Assess the security of data stored, personal data in particular;
- Document where data is shared with 3rd party organisations;
- Review and define justifications for holding personal data;
- Categorise the risk level associated with personal data held; and
- Commit to data retention policies.

In accordance with the requirements of ICO BibbEgan will nominate a Data Controller and a Data Processor to decide:

Data Controller

- To collect personal data in the first place;
- Which items of personal data to collect;
- The purpose the data is to be used for;
- Which individuals to collect data about;
- Whether to disclose the data, and if so, who to;
- Whether the subject has access rights to the data; and
- How long to retain the data, or whether to make non-routine amendments to the data.

Data Processor

- What IT systems to use to collect personal data;
 - How to store the personal data;
-

- The details of security surrounding the data;
- The means used to transfer the data from one organisation to another;
- The means used to retrieve personal data;
- The method for ensuring a retention schedule is adhered to; and
- The means used to delete the data.

Collection of data

In order to maintain accurate and efficient records, information regarding the planning and management of Health and Safety is stored as follows:

- By means of paper based records, manually retrievable;
- By means of retrievable electronic systems.

In all circumstances, it is the policy of the company to maintain a record keeping system, regardless of description that provides protection for the privacy of all Employees, Clients and Contractors, where personal data is stored **N.B. personal data is defined as data that relates to a living individual who can be identified.**

Description of data

Some Health and Safety data retained by the company will be classified as being sensitive personal data and may include:

- Records of physical injury suffered during the course of employment i.e. the accident book;
- Records of occupationally induced ill health e.g. sickness records;
- Records of health and safety awareness training;
- Records of safety management audits, safety sampling, safety encounters or safety inspections, where the employee is named in the reporting document;
- Financial information.

Other data may include:

- Safe working procedures, developed in support of this Policy document;
- Construction Phase Health and Safety Plans;
- Safety method statements;
- Assessment records of significant risks;
- Permit to work controls; which may directly refer to named employees.

Processing of personal data

Personal data shall be:

- Processed fairly and lawfully;
- Collected for specified, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary;
- Kept for no longer than is necessary;
- Processed in a manner that ensures appropriate security.

Managing Data

Our Employees will be made aware of GDPR. Where we retain personal data relating to our Employees, Clients and Contractors:

- We shall process personal data solely for the purpose of providing our services or otherwise in accordance with instructions received and where consent is provided;
- We shall have in place technical and organisational security measures, including measures which guard against unauthorised or unlawful access to, or alteration, disclosure or destruction of personal data, and against accidental loss or destruction of, or damage to, personal data;
- We shall not sell, transfer or otherwise disclose personal data to any third party, unless such disclosure is required by law or court order.
- We shall define retention times for all data stored.

Data Subject Access Request

Employees, Clients or Contractors may request information regarding their own personal data and information will be promptly released and explained, within one month and no fee will be charged.

Rectification and Erasure

Employees, Clients and Contractors shall:

- Have the right to the rectification of inaccurate personal data;
- Have the right to the erasure of personal data where one of the following grounds applies:
 - The data is no longer necessary in relation to the purposes for which they were collected or otherwise processed;
 - The Employee, Client or Contractor withdraws the consent on which the processing is based and where there is no other legal ground for the processing;
 - The Employee, Client or Contractor objects to the processing and there are no overriding legitimate grounds for the processing;
 - The personal data has been unlawfully processed;
 - The personal data has to be erased for compliance with a legal obligation;

Right to Restriction of Processing

The Employee, Client or Contractor shall have the right to restriction of processing where one of the following applies:

- The accuracy of the personal data is contested by the data subject;
- The processing is unlawful, and the Employee, Client or Contractor opposes the erasure of the personal data, and requests the restriction of their use instead;
- BibbEgan no longer needs the personal data for the purposes of the original processing, but the data is required by the data subject for the establishment, exercise or defence of legal claims;
- The Employee, Client or Contractor has objected to the processing pending the verification whether the legitimate grounds of BibbEgan override those of the Employee, Client or Contractor

DERMATITIS

Early signs of Irritant Contact Dermatitis include dry skin, redness, cracking and blistering. A person affected by a sensitising chemical may exhibit many signs relevant to ICD and in addition may exhibit swelling in the affected area of the body as well as elsewhere.

Health surveillance is not a substitute for the required measures, but is part of the risk management package.

We will arrange for suitable health surveillance under Regulation 11 of The Control of Substances Hazardous to Health (Amendment) Regulations 2004, when there is exposure to "wet work" and / or substances known to cause dermatitis and there is a reasonable likelihood that the working procedures in place would lead to dermatitis.

We will also appoint and train a suitable person to look actively for signs of dermatitis. Suitable training may be obtained from an external occupational health service provider.

A competent "responsible person" will be employed to carry out the relevant procedure, and is charged with reporting to the Health and Safety Director the findings of the procedure. This person may be the first aider, manager, supervisor etc.

Where there is a risk of dermatitis the responsible person is expected to:

- Carry out skin condition assessment prior to someone joining the company or as soon as possible after an employee has started the work;
- Carry out periodic checking of the hands and forearms of the employees for early signs of dermatitis;
- Keep records of all checks;
- Inform the employee of the outcomes of the skin checks so that he / she can take necessary action;
- If there is an outbreak of dermatitis, advice the employee to seek expert help for managing this.

The responsible person may carry out skin inspection by direct observation of the skin, using a questionnaire or some other method within his / her competence.

Control measures will include:

- The provision of barrier cream at all places of work;
- The issue of gloves that are suitable for the task being undertaken;

- The provision of suitable soap at all places of work;
- The provision of moisturiser at all places of work;
- Information and training on the causes, signs and control measures for dermatitis to all employees.

DISCIPLINARY PROCEDURE

When there are issues of non-compliance of Health and Safety Regulations or unsafe working practice, the Company will investigate them. Mr James Bibbey will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the Employees are made aware of the situations which are causing concern. If subsequently the problems persist, the Company will apply further measures to ensure the Health, Safety and Welfare of all Employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The Employee's attention will be drawn to a situation, which is causing concern in order to give the Employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where the Company is dissatisfied with an Employee or Contractors performance on Health and Safety grounds they will arrange a formal interview, where the Employee can be accompanied by a fellow Employee or trade representative. After considering the details an appropriate admonishment, verbal warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and made available for any appeals or legal actions arising from the issues of non-compliance with Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be supervised by Mr James Bibbey.

- Failure by the Supervisors to notify and explain to operatives over whom they have charge the controls in force for projects and associated risks and the procedures established for their protection and safety;
- Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual, colleagues or third parties;
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including:
 - Personal Protective Equipment;
 - First aid provisions and facilities;
 - Welfare facilities;
 - Safety notices, instructions or signs;
 - Consumption of or being under the influence of, alcohol or other substances during the course of employment.

DISPLAY OF STATUTORY INFORMATION

All statutory notices provided by the company will be displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned. Such items are the Health and Safety Law poster 'Information for Employee', company Health and Safety Policy, insurance certificates, F10, etc.

The new version of the Health and Safety Law poster must now be displayed. Employers have a legal duty under the Health and Safety Information for Employees (Amendment) Regulations 2009 to display the approved poster in a prominent position in each workplace or to provide each worker with a copy of the approved leaflet.

DISPLAY SCREEN EQUIPMENT (DSE)

The use of display screen equipment is not generally a high-risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems such as eyestrain, fatigue, stress, etc.

The company will undertake assessments to check that the DSE is properly installed in an acceptable environment. DSE users are to co-operate with the company in the assessment and efficient use of their workstation and report any difficulties or defects which could potentially contribute to a health hazard. Employees who are required to use DSE for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees who carry out substantial work at a display screen will be entitled to eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced. Where tests show that eyesight correction is needed to carry out work on DSE corrective appliances required solely for DSE will be obtained for the user.

DOCUMENTATION

The office will ensure that a complete copy of relevant extracts from the Company Health and Safety Policy are made available to clients when requested for reference.

BibbEgan will display a copy of the Policy Statement where employees can easily access it. In preference it will be displayed at the general places of work as a paper copy, e.g. as a photocopy pinned to a notice board. As an alternative it may be stored electronically but operatives will be able to access it if required e.g. as a page on our intranet or as a document in a shared folder on our network.

Each major project will be supplied with the following:

- A safety folder containing the necessary inspection records e.g. lifting register, scaffolding register etc.;
- Certificates for plant and equipment e.g. PAT and tests of thorough examination etc.;
- Method statements and risk assessments;
- Records of safety talks (Tool box talks);
- Safety notices;
- Training certificates / training matrix; and
- A copy of the Employers Liability Insurance.

ELECTRICAL WORK EQUIPMENT

The Provision and Use of Work Equipment Regulations 1998, which require the employer (person in control) to select suitable work equipment (regulation 5) and to 'ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair'.

BibbEgan are committed to ensuring that all electrical work equipment used by the employees, is only used in accordance with the Manufacturer's instructions, for its intended purpose and in the environment that it is designed for.

Portable electrical equipment will only be used after completion of a risk assessment. A risk assessment is about identifying hazards and taking sensible and proportionate measures to control the risks in the workplace.

Factors to consider when making the risk assessment include:

- Manufacturer's recommendations;

- Initial integrity and soundness of the equipment;
- Age of the equipment;
- Working environment in which the equipment is used (e.g. wet or dusty) or likelihood of mechanical damage;
- Frequency of use and duty cycle of the equipment;
- Foreseeable misuse of the equipment;
- Effects of any modifications or repairs to the equipment;
- Inspection and maintenance regime.

Training

All BibbEgan employees will be properly trained to give the equipment a visual inspection (user check) prior to use to identify any damage or defects to the equipment and to only use it for the purpose for which it is intended for. Where equipment is found to be faulty, it must be taken out of use immediately and reported to the Supervisor. The defective equipment must be labelled as faulty and quarantined so that it will not be used until it has been repaired by a competent person.

Maintenance

All electrical work equipment will be Portable Appliance Tested (PAT) as recommended by the HSE Guidance note HSG107 (Third edition) - Maintaining Portable Electrical Equipment. All electrical equipment tested will be entered onto a PAT register and labelled to indicate that the equipment has been tested to a satisfactory standard i.e. has been passed as safe to use and the date it was tested.

EMERGENCY PROCEDURES

BibbEgan will provide a recorded emergency plan for the company office or when acting as a Principal Contractor on a project. The plan will be specific to the premises and it will detail the pre-planned procedures to be followed in an emergency situation. The prime objective will be to ensure that no employee or visitor can access any area where an emergency or possible danger may be present without first receiving adequate Health and Safety instruction.

The emergency plan will include the following features:-

- Action on discovering a fire;
- Warning if there is a fire;
- Calling the fire brigade;
- Evacuation of the premises including those particularly at risk;
- Power/process isolation;
- Places of assembly and roll call;
- Liaison with emergency services;
- Identification of key escape routes;
- The firefighting equipment provided;
- Specific responsibilities in the event of a fire;

- Training required;
- Provision of information to relevant persons.

BibbEgan will inform employees and visitors about the emergency procedures and will provide the names of those persons given tasks to complete should there be an emergency situation. The emergency plan / evacuation will be practiced at least every 6 months to ensure that it remains valid and to develop employee's competencies and give them practice in carrying out their roles in procedure.

EXCAVATIONS

Works in connection with excavations must be carried out in accordance with The Construction (Design and Management) Regulations 2015 and other statutory provisions and Approved Codes of Practice.

Excavations can impose risks not only to persons working in the excavation, but also to persons nearby for example: other site workers, plant operators, site traffic, general public, road traffic etc.

All excavations require barriers erected at a safe distance from the excavation edges and 'Danger - Excavation' signs should be displayed where there could be a risk to the general public e.g. children.

General Public Safety

Excavation works should be planned whenever possible so that the least amount of excavation is left open when the sites are unattended, i.e. at night and lunchtimes etc.

Remember, reducing the size of an excavation means less work involved in making it safe.

Whenever possible, excavations should be back-filled when they are not being worked on, i.e. at night and lunchtimes, particularly in general public areas, i.e. pavements and roads etc.

The general public should not be put at any risk of danger.

Where it is not reasonably practicable to back-fill completely, excavations in general public areas must be safely guarded-off or securely covered.

Excavations, which could be dangerous to the general public, particularly children, must have 2 metre high hoarding or linked fencing erected around them. Linked fencing should be used where hoarding would unsafely obstruct the view for pedestrians and drivers of vehicles.

Hoarding and link fencing constructed in the road must have high visibility marking on the covers and all appropriate road-signs displayed. Appropriate lighting should be provided where necessary for health and safety reasons.

Trial holes should be back-filled with loose materials and temporarily reinstated or securely covered with a metal road plate secured into position with the edges tampered, so there are no tripping hazards. This will reduce to a minimum any risk to the general public. It would also alleviate the Company from the expense of displaying and maintaining signs, lighting and guarding protection.

Supports

All excavation sides must be adequately supported or the sides of the excavation battered to a safe angle. The type of supports and method of support will vary depending on the ground condition, nature of work to be carried out in and around the excavation and the environmental conditions etc. Whatever system of support adopted is for an excavation, it must provide adequate protection preventing the sides of an excavation giving way. When battering, the sides of an excavation must be cut back to a safe angle so that it would not be possible for the excavation sides to give way. All support materials must be checked to ensure they are adequate and in good condition.

Guard-rails for excavations

Guardrails are required to be erected wherever possible where a person may be injured from a fall into the excavation. The height of the guard-rails must be at least 950 mm, a toe board fitted and no gap should exceed 470 mm. All edge protection must be ridged enough not to give way should someone fall or lean against them. Guard-rails can only be removed if the guard-rails themselves become an unsafe obstruction or if it is not reasonably practicable to carry out the works with the guard-rails in place. In these cases, other forms of protecting persons from falling will have to be incorporated into the Method of Work.

Guardrails should be erected between the excavation supports and the sides of an excavation. Guardrails should be made out of scaffolding tubes and clips. Note: If you use excavation supports, which extend at least 950 mm above the ground level, then this will suffice as guardrail protection providing there are no gaps.

Toe-boards for excavations

Toe-boards are required at the top edges of excavations where it could be possible for materials/equipment to fall into the excavations putting persons working in the trench at risk. The height of the toe-boards must be of adequate dimensions to prevent materials falling into the excavation.

Spoil heaps

Spoil heaps must be kept at a safe distance from the edges of excavations so that they do not impose additional loading on the excavation sides, and so that unobstructed safe access can be maintained on all sides of excavations.

Ladder access

A sufficient number of ladders must be provided for safe access and egress.

Inspections of excavations

Excavations that need to be battered back or supported must be inspected by a competent person at the start of every shift in which work is to be carried out, after any event likely to have affected its strength or stability and after any material unintentionally falls into the excavation. If an excavation remains open for more than seven days, the excavation register must be completed on a weekly basis.

FACE FIT TESTING

Where a respiratory sensitiser cannot be eliminated, and environmental controls, such as ventilation cannot reduce exposure to a low enough level, exposure may need to be controlled using RPE. HSG 53 states that RPE should only be selected and used after a justification has been made in a risk assessment.

BibbEgan will ensure that RPE is only used:

- When a respiratory risk remains after all other reasonable controls have been put in place;
- For short-term or infrequent exposures where other controls are not reasonably practicable;
- As an interim measure while other control measures are being put in place;
- In an emergency, to escape, to carry out emergency work, or for trained personnel for rescue purposes.

For RPE to be an effective control, it's essential that it's selected, fitted, maintained and stored correctly, and that people exposed to respiratory hazards are in a programme of health monitoring and surveillance.

According to The Control of Substance Hazardous to Health Regulations 2004 - the performance of respiratory protective equipment (RPE) with a tight-fitting face piece depends on a good contact between the wearer's skin and the face seal of the mask.

Fit testing is needed where RPE is used as a control measure. Where it is worn by choice for comfort, fit testing isn't required. Loose fitting RPE, such as hoods and ventilated visors, do not need fit testing, although they should fit appropriately.

Selection of RPE will take account of:

- Individual factors such as facial hair, health conditions and the need to wear glasses;
- Task factors such as duration, temperature, humidity, other personal protective equipment required, and the need to see fine detail, to move around or communicate;
- Hazard factors such as the substances and their volatility.

The selection stage will include face fit testing with individual users who will need to wear RPE. Ideally, different models of RPE should be provided to individual users for them to try on.

When selecting RPE, we will make sure that it:

- Provides effective protection for the wearer against the hazard(s) identified;
- Is suitable for use in the environment in which it's to be used;
- Can be worn correctly while carrying out tasks;
- Can be worn correctly with other personal protective equipment that's needed;
- Is CE marked;
- Reduces exposures sufficiently to comply with the law.

Fit testing will be repeated if the wearer:

- Loses or gains enough weight to change the shape of their face;
- Undergoes substantial dental work;
- Develops any facial scars or moles, etc. which could affect the fit of the RPE.

Once a user has passed a fit test for a particular face piece, they can wear other face pieces of the same make, model, type and size. However, if they need to use a different make, model, type of size then that face piece will also need to be fit tested.

It is the policy of BibbEgan that a two-year cycle for re-testing is undertaken to check that the face piece remains suitable and that the wearer is taking care to wear and remove the mask correctly.

FENCES AND BARRIERS

During construction works where BibbEgan is the Principal Contractor, we will provide a suitable fence or barrier to a minimum height of 2 metres to prevent unauthorised access and protect the public.

When other works are left incomplete and form a hazard (e.g. trench works which are left open):

- A safety barrier of a type and size suitable for the area shall be installed;
- Level steel bridging plates (of adequate strength) covering the entire area shall be put in place;
- A combination of both will be provided.

When any job site is left unattended, even for short periods, the area will be left in a safe condition with plant and equipment isolated.

FIRE SAFETY

Firefighting equipment will be located at strategic points throughout the work areas. All equipment will be supplied by BibbEgan and arrangements may be made with contractors in situations whereby BibbEgan may not have a permanent Demolition Manager on site to ensure that suitable extinguishers and procedures are in place. In situations whereby work is undertaken at the Clients premises those extinguishers will be checked and adopted with authorisation from the Client.

In accordance with the Regulatory Reform (Fire Safety) Order 2005, BibbEgan has appointed a 'Responsible Person' to undertake the following specific duties:

- Ensure that general precautions are in place to protect Employees from the risk of fire;
- Ensure that a fire risk assessment is prepared and regularly reviewed;
- Ensure the effective planning, organisation, control, monitoring and review of the preventive and protective measures;
- Ensure that specific arrangements are made for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances;
- Ensure that appropriate steps are taken to reduce the risks of ignition or have taken steps to limit the spread, growth and impact of a fire;
- Ensure that adequate and suitable means are provided; giving warning in the event of a fire, for the escape from a fire and for firefighting;
- Any equipment, fixed or portable, used for fighting fires must always be kept in an operational condition;
- Ensure that identified risks and safety precaution information is passed onto Employees and others that may be affected;
- Ensure that Employees are adequately trained in relation to fire safety.

Firefighting equipment

BibbEgan will provide a fire alarm system and firefighting equipment at strategic points throughout the company's premises. Additional firefighting equipment will also be provided at work places i.e. whereby any 'hot works' are being carried out. All equipment will be maintained and regularly serviced.

Employees are not expected to tackle unless they have been trained in the use of firefighting equipment and if it poses no threat to personal safety when they do so.

Evacuating procedure

All employees and visitors of BibbEgan will be instructed in the procedure for evacuating the premises and the location of the Assembly Point at induction to the Company.

Fire notices will be posted within the company offices stating the evacuation procedure, together with the names of the fire wardens.

Fire exits and routes must be kept clear from obstruction, in the event of an alarm.

FIRST AID

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

BibbEgan is committed to providing suitable and sufficient first aid facilities and a number of trained First Aid trained personnel at all workplaces under our control.

A First Aid Risk Assessment will be carried out within each of the companies' workplaces to assess that the appropriate facilities and personnel to be provided.

Factors to consider when making the risk assessment include:

- The nature of the work and workplace hazards and risks;
- The nature of the workforce;
- The organisation's history of accidents;
- The size of the organisation;
- The needs of travelling, remote and lone workers;
- Work patterns;
- The distribution of the workforce;
- The remoteness of the site from emergency medical services;
- Employees working on shared or multi-occupied sites;
- Annual leave and other absences of First Aiders and Emergency First Aid at Work trained person;
- First-aid provision from non-employees.

Training

The Company will provide suitable training to the workforce to ensure that there are adequate first aid provisions within the work place, such as First Aid at Work (FAW) training or Emergency First Aid at Work (EFAW) training.

Equipment

As per the First Aid Risk Assessment, first-aid equipment will be provided at the company offices and workplaces to ensure that adequate first-aid equipment is made available, should someone become injured or become ill whilst at work. The location of the first-aid kit will be known to all Employees at Induction briefings and first-aid notices will be displayed on the companies' noticeboard, indicating the location of the first-aid kit and identity of the trained First Aiders.

One person holding either a valid First Aid certificate or an Emergency First Aid at Work certificate will be responsible for making regular checks of the first-aid kits contents to ensure that it remains fully stocked and that the expiry date of the equipment is not expired.

Arrangements may be made with the Principal Contractor at projects for the shared usage of such facilities when employees are working on site.

HAND-ARM VIBRATION

It is the buying policy of BibbEgan to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. BibbEgan will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, grinding, hammering and drilling.

We will make sure that equipment selected or allocated for tasks is suitable and can do the work efficiently. Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose employees to vibration for longer than is necessary.

We will also endeavour to:

- Select the lowest vibration tool that is suitable and can do the work efficiently;
- Limit the use of high vibration tools wherever possible.

In the first instance we will consider remote mechanical methods which do not require exposure to the operative. However, where the task requires operatives to hold equipment that vibrates, an appropriate number of employees will be allocated to the task to ensure job rotation and a reduction in the exposure time.

To ensure that employees are aware of the effects of hand arm vibration, they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

The following table is to be used for reference only:

Vibration values in m/s ²	Exposure time required to reach action level 2.5m/s ² A (8)	
	In minutes	In hours
2.5	480	8.00
3.0	333	5.55
3.5	245	4.08
4.0	188	3.13
4.5	148	2.47
5.0	120	2
5.5	99	1.65
6.0	83	1.38
6.5	71	1.18
7.0	61	1.02
7.5	53	0.88
8.0	47	0.78
8.5	42	0.7
9.0	37	0.62
9.5	33	0.55
10.0	30	0.5
10.5	27	0.45
11.0	25	0.42
11.5	23	0.38

It may be appropriate to use the information provided by manufacturers on vibration values for some types of work equipment. Where hand-arm vibration values supplied by the manufacturer of the work equipment exceeds the daily exposure limit value of 5 m/s² A(8) or the daily exposure action value of 2.5 m/s² A(8), BibbEgan will ensure that a suitable risk assessment is prepared, this may include the use of vibration monitoring equipment.

Where it has been confirmed that employees are being exposed to excessive hand arm vibration, BibbEgan will ensure that affected employees are placed on health surveillance.

HEALTH SURVEILLANCE

Health surveillance is a system of on-going health checks. These health checks may be required by law for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

Health surveillance is important for:

- Detecting ill-health effects at an early stage, so employers can introduce better controls to prevent them getting worse;
- Providing data to help employers evaluate health risks;
- Enabling employees to raise concerns about how work affects their health;
- Highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment;
- Providing an opportunity to reinforce training and education of employees (e.g. on the impact of health effects and the use of protective equipment).

Our risk assessment will be used to identify any need for health surveillance. We will not use health surveillance as a substitute for undertaking a risk assessment or using effective controls.

Health surveillance can sometimes be used to help identify where more needs to be done to control risks. Where early signs of work-related ill health are detected, employers should take action to prevent further harm and protect employees.

Health surveillance is a particular legal requirement and should not be confused with:

- Activities to monitor health, where the effects from work are strongly suspected but cannot be established;
- Workplace wellbeing checks; such as promoting healthy living;
- Fitness to work examinations e.g. fitness to operate cranes, forklift trucks, other large plant and machinery;
- Health assessments requested by night working employees.

The starting point is our risk assessment. Through this, we will have found out the hazards in our workplace; identified who is at risk and taken measures to control the risks.

Where some risk remains and there is likely to be harm caused to our employees, we will need to take further steps.

We will consider health surveillance if our employees are at risk from:

- Noise or vibration;
- Solvents, dusts, fumes, biological agents and other substances hazardous to health;
- Asbestos, lead or work in compressed air;
- Ionising radiation.

Control measures may not always be reliable, despite appropriate checking and maintenance, so health surveillance can help make sure that any ill health effects are detected as early as possible.

HOT WORKS

Hot work refers to work which involves or produces a naked flame, sparks or similar and which could be a source of ignition if petroleum vapours were present. It includes (but is not restricted to):

- The use of abrasive cutting discs (when used on either metal or concrete);
- Burning or grinding;
- Blow lamps;
- Hot air guns;
- Propane torches;
- Welding.

While hot works are being undertaken in a hazardous area, a fire extinguisher and fire watch may be posted. A fire extinguisher will be directly to hand throughout the operation as a minimum requirement.

We will also consider the use of a hot work permit system.

HOUSEKEEPING AND SITE TIDINESS

There are a number of Regulations that deal with the need for workplaces and access and egress routes to be kept clear of debris and other materials, particularly Regulation 17 and 18 of the Construction (Design and Management) Regulations 2015.

In addition to the statutory requirements a tidy site results in increased efficiency and better public relations. Therefore, site tidiness will be considered at all stages of the work and good co-operation is expected between BibbEgan and all other Contractors.

The Demolition Manager will ensure that before the site commences, access routes are agreed, storage areas are defined, compounds are planned and employees and others are made aware of BibbEgan requirements with regard to storage, cleaning up and tidiness etc.

Waste material, especially combustible materials, will be controlled and either deposited in an agreed area or removed from site. Spillages of oil, diesel and other substances will be dealt with immediately.

The Demolition Manager will ensure that all operatives are made aware of the need to maintain the site in a tidy condition for the duration of the contact. Storage areas will be agreed to enable materials to be called off in quantities which will not create difficulties on site.

When working as a sub-contractor, the Demolition Manager will ensure that working areas and access on sites where employees are required to work are safe. Where difficulties are experienced, the Demolition Manager will discuss improvements with the Principal Contractor.

INSURANCE

In recognition of its statutory and common law duties, BibbEgan has taken out insurance with an approved insurer. The certificate of insurance will be prominently displayed, where our Employees can easily read it, however, we reserve the right to store it electronically, and instruct our employees how to access it, and will make it available for inspection at all reasonable times by employees and regulatory authorities e.g. the Health and Safety Executive.

JOINT CONSULTATION

There will be joint consultation with others who may be affected by undertakings and also with respect to emergency procedures, First Aid and firefighting provisions already in place and any additional requirements that may be needed.

LADDERS AND STEPLADDERS

BibbEgan will ensure that only adequate types of Ladders and Stepladders are used at places of work with all ladders and stepladders meeting the requirements of BS2037/BS1129. Class 3 light duty steps that are for domestic use only are never to be used in any company workplace. If you are unsure check for the numbers on steps as EN131 is for trade and light industrial use and BS2037/BS1129 steps are Class 1 for heavy duty and industrial use. Alternatively; coloured labels are often the indicator of class with Red being domestic, Green class two and Class one steps having a Blue label.

A revised set of new EN131 ladder standards have been released to the European market. These changes are designed primarily to address ladder stability and durability and introduce a classification of "use" to the new standard. Within the new standard ladders are classified as "EN131 Professional", (intended for use in a workplace), and "EN131 Non-Professional" (intended for use by domestic users).

These product standards do not apply retrospectively, so our existing BS2037, BS1129 and EN131 ladders are perfectly legal and fit for use as long as they are regularly inspected and maintained in good condition and fit for purpose. There is no immediate requirement to change our existing ladders because the product standards are being revised or withdrawn.

A transition period is now in place after this initial introduction of the new standard to allow manufacturers time to adapt to any relevant changes within the standards and gradually over time existing ladder stocks will be replaced with ladders certified to the new standards.

Ladders and steps will never be used unless all other forms of access have been dismissed as not being suitable or not adequate to undertake the work e.g. due to space constraints.

Ladders will only be used for very light work of a short duration and there will be three points of contact with the ladder at all times.

BibbEgan will ensure that if a ladder is used for work at height it is only used if a risk assessment has made in accordance with regulation 3 of the Management of Health & Safety at Work (Amendment) Regulations 2006.

The risk assessment will demonstrate that the use of more suitable equipment is not justified because of the low risk and short duration of use or that existing features on site cannot be changed (space constraints). The main requirement of the risk assessment will be to justify why safer access equipment is not being used.

Ladders, if used, will be used in accordance with Schedule 6 of The Work at Height Regulations. The Supervisor will oversee all works on site to ensure compliance i.e. that the ladder remains footed at all times and that the ladder is not upside down etc. The Supervisor will have adequate training and information to ensure their competence in the inspection and use of the equipment i.e. that ladders are not twisted or damaged in any way and that only one person climbs a ladder at one time with small tools carried in a belt.

Ladders must be set at an angle of 75% or the 1 in 4 rule (one out for every four up) used. At the top of an access ladder the overlap needs to be at least five rungs if a suitable handhold is not provided. All ladders will be removed to storage once the task is complete to prevent their use for intrusion by trespassers etc. and it will prevent the hazard of leaning ladders being displaced.

Ensure that when ladders and steps are used, that you do not to overreach and always grip the ladder when climbing. The top three steps should never be used as a working platform and when using step ladders ensure that the locking devices are in place. In addition; ensure that the steps are placed horizontal to the wall and not sideways on i.e. that the steps cannot be pushed over if you push against the wall.

Remember:

- Ladders and steps must only be used for short duration work (maximum 30 minutes);
- Ladders and steps must be the last resort;
- Ladders and steps must be inspected prior to use;
- Ladders and steps must only be used where there is a specific risk assessment in place for their use.

LEPTOSPIROSIS / WEIL'S DISEASE

Leptospirosis / Weil's disease is caused by a bacteria known as *Leptospira* (there are 10 different strains of *Leptospira*). It is zoonotic bacteria (passed from animals to humans) and is often either from infected rats (*Leptospira icterohaemorrhagiae*) or cattle (*Leptospira hardjo*).

The disease is commonly transmitted to humans by contaminated water or an environment contaminated with infected urine (most often rat urine) and can enter the body via exposed open wounds and by swallowing or splashing contaminated water into the mouth, eyes or nose.

The disease often starts off with "flu" like symptoms and severe headaches. The severe form of the disease (Weil's disease) can cause jaundice, affect the liver, kidneys, and brain linings and lead to death. This disease starts suddenly with a severe headache, fever, chills, severe muscle aches and tenderness, it requires urgent medical treatment.

BibbEgan will train its Managers and Employees, who work in areas that may be contaminated with harmful bacteria, to take precaution against infection by covering open wounds, cuts or broken skin with a good quality waterproof dressing. They will be instructed to wear impervious gloves and other personal protective equipment such as face shields to stop splashes reaching the mouth.

Employees will also be instructed that when working in possible contaminated areas to adopt a high standard of personal hygiene and to ensure that they wash their hands frequently; especially before eating, drinking or smoking.

Employees are to be instructed as to the likely symptoms and to seek medical attention if they suspect they have been exposed to the disease or are showing flu-like symptoms.

Leptospirosis / Weil's disease is reportable to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrence Regulations 2013.

LIFTING OPERATIONS AND LIFTING EQUIPMENT (LOLER)

BibbEgan will ensure that we meet our obligations under the Lifting Operations and Lifting Equipment Regulations 1998.

Lifting operations will be undertaken under the control of a competent person. The competent person will have the responsibility of the following:

- Ensure that the lifting equipment is positioned and installed so as to minimise any risks e.g. from the equipment or the load falling or striking people;
- That lifting equipment is sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points, etc.) must be suitable;
- That lifting equipment is used safely;

- All lifting operations are planned, organised and undertaken by competent persons;
- Lifting equipment is marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads;
- Lifting accessories, e.g. slings, clamps, strops, chains, hooks, etc., are similarly marked;
- Ensure that lifting equipment and lifting accessories are subject to a periodic test of thorough examination:
 - 12 monthly for general lifting equipment;
 - 6 monthly for equipment used for lifting people;
 - 6 monthly for lifting accessories;
 - at intervals laid down in an examination scheme drawn up by a competent person;
- Ensure that the appropriate action is undertaken as a result of the information contained within the test of thorough examination report.

All employees are instructed to halt operations if there are any doubts concerning lifting operation during windy conditions.

MANUAL HANDLING OPERATIONS

The Manual Handling Operations Regulations 1992 (MHOR) apply to the manual handling or lifting of materials by persons.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc;
- Hernias;
- Musculoskeletal disorders;
- Lacerations, crushing hands or fingers;
- Tenosynovitis;
- Bruised or broken toes or feet;
- Various sprains and strains etc.

Under the MHOR regulations, employers have a duty to prevent employees from handling loads that are likely to cause injury. Injuries may be caused by the weight of the load, but it is not sufficient just to think of manual handling hazards only as a function of weight. Other factors should be considered such as:

- The physical size of the load;
- The provision of carrying handles or lifting straps;
- The position of the centre of gravity within the load;
- Is the load rigid or will the load move; i.e. partially filled fluid containers;
- Where is it being moved from and to where;

- If the load is being moved outside, consider the weather conditions;
- Consider the ground condition over which the load has to be moved etc.

Planning

BibbEgan will undertake manual handling assessments in all situations where a risk remains after the implementation of controls, in accordance with The Manual Handling Operations Regulations 1992. The assessment will follow the format of Schedule 1 (task, individual, load, environment and other factors i.e. PPE), and it will be reviewed if there is any reason to suspect that it is no longer valid.

All work will be tendered for or negotiated taking into account the above Regulations and the schedules of those regulations. Employees will ensure that materials are landed as close as possible by machine or truck to the area of works. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual to perform the task in hand. The selection of individuals to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc.

Where loads have to be manually handled, the need to ensure that access and egress are safe is especially important.

Supervision

All Supervisors will be given training in the correct methods of handling and lifting loads as part of their normal safety training. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Employees will be instructed in the correct handling and lifting of loads when mechanical means are not practical. Supervisors will ensure that there are suitable gloves available for issue, as required for the handling of materials, which may cause injury to hands through physical or biological means e.g. sharp edges or chemicals.

Safety footwear will be worn at all times on site and the Supervisor will caution any Employee or Contractor wearing unsuitable footwear. The Supervisor will not require any operative, particularly a young person to lift without assistance, a load which is likely to cause injury. BibbEgan must reiterate that in the first instance mechanical means must be used to lift all materials and loads.

MENTAL HEALTH

At BibbEgan we are committed to improving mental health within the construction industry.

Our aim is to create a working environment that supports and promotes the mental wellbeing of all employees. We realise that certain working conditions and practices may negatively affect our employees mental-wellbeing, including aspects of the organisation or management of our work as well as environmental and social conditions.

In order to achieve our aim, we will strive to develop a culture where employees are able to talk openly about their job and/or mental health issues and feel confident that they can report difficulties without fear of discrimination or reprisal.

To this end we will:

- give non-judgemental and pro-active support to employees who may be experiencing poor mental health issues;
 - deal sympathetically with employees suffering poor mental health due to circumstances outside of the workplace;
 - ensure new employees receive a comprehensive induction to enable them to gain an understanding of the organisation, roles, responsibilities, policies and procedures;
-

- develop toolbox talks to raise awareness and start conversations about mental health;
- deliver mental health awareness training to our employees;
- provide information on mental health helplines, phone-lines and Apps:
 - www.constructionindustryhelpline.com
 - www.lighthouseclub.org
 - Construction Industry Helpline - 0345 605 1956
 - Construction Industry Helpline (free App)

MIGRANT WORKERS

BibbEgan ensures compliance with the requirements of the UK's immigration laws and states our commitment to providing a safe working environment for employees and contractors whose first language is not English.

Management will be responsible for ensuring that this policy is implemented throughout the company and that a safe working environment is achieved and maintained at all times. Where there are risks to the safety of Non-English speaking persons under their control the appropriate control measures will be adopted.

BibbEgan will continue to check passports and national identity cards until 30th June 2021. Where EU, EEA or Swiss citizens are appointed after 30th June 2021 BibbEgan will appoint the following employees to make the licence application and manage the sponsorship process where the company applies for a licence:

- Authorising officer – a senior and competent person responsible for the actions of staff and representatives who use the Sponsorship Management System (SMS);
- Key contact – your main point of contact with UK Visas and Immigration (UKVI);
- Level 1 user – responsible for all day-to-day management of your licence using the SMS.

In order to comply with its legal requirement the company will check the digital status of the individual on the EU Settlement Scheme online checking service to verify that the applicant has one of the following right to work documents in place prior to providing a job offer:

- Permanent Residence Document issued by the UK Government;
- 'Indefinite Leave to Remain' or 'Indefinite leave to enter' status from the UK Government;
- Settled or Pre-Settled Status;
- British Citizenship.

The responsible manager will check the validity of documents:

- Check that photographs are consistent;
- Cross-check dates of birth;
- Check expiry dates of 'Indefinite leave to enter';
- Check 'Indefinite leave to remain' in the UK have not passed;

- Check any UK permanent residence documents (certificate inside the 'residence documentation' booklet, certificate inside the passport or biometric residence card, stamp or visa etc.) to see if the person is able to do the type of work we are offering. The document must state 'Document Certifying Permanent Residence' or 'Permanent Residence Status' and not 'registration certificate';
- Satisfy the company that the documents are genuine and have not been tampered with;
- If the names are different on any of the documents, ask for an explanation and further documentary evidence i.e. marriage certificate.

Take a photocopy or scan:

- For passports or travel documents, a copy will be taken of the document's front cover and any page containing the holder's personal details. In particular, the responsible manager will copy pages that provide details of the nationality, date of birth, signature, date of expiry or biometric details and a copy of the photograph; and
- Any page containing UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement which allows the person to do the type of work you are offering.

Record keeping:

- The copies will be filed in the individual's personnel file and reviewed annually.

Any EU, EEA or Swiss employees working for BibbEgan prior to the 1 January 2021 deadline, will be advised of the requirement to apply to the EU Settlement Scheme, to enable them to continue working in the UK after 30 June 2021 and provide confirmation of Settled Status or Pre-Settled Status to enable a check to be made on the EU Settlement Scheme portal.

Ensuring Safety

The company will ensure the health and safety of migrant workers under their responsibility by:

- Providing information, instruction, training and supervision and making sure all workers can understand it;
- Ensuring overseas workers have the necessary knowledge and skills to do the work for which they have been employed, competently and safely;
- Ensuring workers understand that the BibbEgan have responsibilities for their health and safety;
- Providing translators for groups of workers where required;
- Monitoring this procedure for its compliance by line management.

MOBILE TELEPHONES

The Company shall bring to the attention of all employees, including Directors and Senior Management, the legal requirement that no persons shall operate mobile telephones when in control of a motor vehicle.

The offence, which also includes usage while stationary in traffic or waiting at traffic lights, will include 6 penalty points each time you are caught holding a phone with a fixed fine of £200.00, which may increase to a maximum of £1,000 if the offence goes to court. The maximum fines for drivers of goods vehicles will increase to £2,500.

The Company shall undertake not to encourage phone usage while Employees may be driving.

The purchase of a hands free kit does not eradicate this problem. You can still be prosecuted if you are involved in an accident while using a hands free kit.

Research has shown that people are still four times more likely to be involved in an accident using a hand free kit than normal drivers as this still causes a split in concentration.

Note: you can be prosecuted under the Road Traffic Act e.g. for dangerous driving for which there is an unlimited fine and possible prison sentence.

MONITORING OF PERFORMANCE

Within the company as a whole, implementing the policy in the working environment is just the first step. Health and Safety management changes continually and therefore BibbEgan will be proactive in monitoring the effectiveness of our policy. In real terms, this means being able to identify potential problems and taking action to prevent them becoming reality. There is also a need to be reactive to any breaches or near-breaches of health and safety, by investigating why an incident has occurred.

Proactive monitoring means taking action before accidents happen e.g.:

- Regular safety inspections to check that our standards are being implemented and management controls are working and the extent to which our company complies with the relevant Health and Safety legislation;
- Detailed safety audits that tell us whether the Health and Safety standards in our business remain acceptable and whether standards have improved or deteriorated since the last audit.

As a company we recognise that proactive monitoring is the preferred method and despite reactive monitoring being the result of a failure there are benefits from learning from mistakes – whether they have resulted in injuries, illness or damage to property or just near misses. Incidents will be thoroughly investigated to ensure that actions are taken to prevent a similar occurrence. This type of monitoring involves a systematic collection of information about the incident and it is an important aspect of health and safety performance measurement.

The Company will conduct a review of Health and Safety performance during site meetings with Clients, Designers, Principal Designers, Principal Contractors and others and any corrective actions advised or suggested will be investigated and appropriate actions implemented. Mr James Bibbey is responsible for collating Health and Safety information from the Managers and Supervisors and dealing with them on site.

Health and Safety matters to be monitored by the Company during a project are:

- First Aid - First Aider, First Aid Box (s);
- Welfare - Clean and Satisfactory;
- Fire Precautions - Adequate escape measures, equipment and Instructions;
- Housekeeping - Access and Egress, materials properly stored;
- General hazards - Created by bad practices, design, material or substances;
- Documentation - Health and Safety registers, notices and information;
- Safety Equipment - Fit for use and inspected;
- Personal Protective Equipment - Fit for use;
- Access Equipment - Scaffolding, Ladders, Steps used appropriately;
- Plant and Machinery - Suitable and safe, also well maintained;
- Training - Suitably trained staff and supervision for the task.

The Health and Safety Director monitors any accidents and will compile the supporting documentation for the authorities and keep records should an accident occur on site. Where there are reportable accidents that require notice to the HSE, BibbEgan will comply with the requirements of RIDDOR 2013. Reportable and more serious incidents will be reviewed by the external consultant at the request of the Health and Safety Director to see what corrective or preventive action, if any, is required to prevent a similar accident occurring again.

If there are any corrective or preventive actions required on the project, these will be undertaken promptly to protect the health and safety of all those involved. Where appropriate, the Company will issue revised instructions to employees and amend written procedures to take account of any new or perceived risks to Health and Safety within the project.

Our independent Health and Safety advisor PRIME SAFETY. (Health and Safety) Consultants Limited will, when requested, undertake either full safety audits of the company or inspections of workplaces. A written report will be compiled after the audit or inspection.

Audits and inspections will be referred to by those people in our management structure who have the authority to sanction the appropriate remedial action to be taken – particularly where it entails a high level of expenditure or organisational and policy changes. If there are any corrective or preventive actions required on a project, these will be undertaken promptly by the Demolition Manager to protect the Health and Safety of all those involved. With both audits and inspections, priority will be given where the risks are greatest.

Where appropriate BibbEgan will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the company. With regards to projects, actions, when necessary, will be communicated to the Demolition Managers on other projects to ensure controls are implemented throughout the company.

NOISE SAFETY

Where noise levels are suspected of being above the statutory level, BibbEgan will inform its external Health and Safety Consultants and request that they carry out full noise surveys, the Employees will then be informed of the results. When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates, noise levels will be reviewed and changes made as recommended by the review.

Noise from the site, to the public can be a nuisance when in close proximity.

Planning Procedures

At tender or negotiation stage the above standards will be taken into account.

The Demolition Manager will ensure that information on the noise level of any plant, which it is intended for hire or purchase is obtained and taken into account before hiring or purchase takes place.

BibbEgan will assess noise levels for operations and where guidelines are given by manufacturers these will be adhered to.

Guideline: Can the person using the equipment talk to someone 2 metres away without having to raise their voice to be understood? If they have to raise their voice, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered. If there is any doubt, employ competent people and equipment to assess the noise levels.

Action Levels:

The lower exposure action values are:

- A daily or weekly personal noise exposure of 80 dB (A);
- A peak sound pressure of 135 dB (C).

The upper exposure action values are:

- A daily or weekly personal noise exposure of 85 dB (A);
- A peak sound pressure of 137 dB (C)

The exposure limit values are:

- A daily or weekly personal noise exposure of 87 dB (A);
- A peak sound pressure of 140 dB (C)

Control Measures where the Action Value is likely to be reached:

If an Exposure Action Value is exceeded, BibbEgan shall:

- Use other work methods which eliminate or reduce the exposure to noise;
- Selection appropriate work equipment taking into account the work to be done;
- Assess the design and layout of workplaces, workstations and rest facilities;
- Provide suitable and sufficient information, instruction, training and supervision for employees;
- Reduce the noise by technical means;
- Implement appropriate maintenance programmes for work equipment;
- Limit the duration and intensity of exposure to noise;
- Implement appropriate work schedules with adequate rest periods.

Control Measures where the Limit Value is exceeded:

If an Exposure Limit Value is exceeded, BibbEgan shall forthwith:

- Reduce exposure to noise below the limit value;
- Identify reasons for that exposure limit value being exceeded;
- Modify the organisational and technical measures that are in place or implement new control measures to prevent it being exceeded again.

The Supervisor will ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes accounts of effects of noise on the workers or the public. Where Employees are required to work in situations where high levels of noise are likely to be encountered, the Supervisor will ensure that full information is obtained before work commences on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.

Regular monitoring of noise levels and frequencies will be planned as required. Instruction and training will be provided to Supervisors and Employees required to work in premises or with plant which is likely to result in exposure to high noise levels. The Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment is used.

Supplies of ear defenders, or other hearing protection, will be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to Employees as required and must be worn at all times when the operative is exposed to noise.

Safe System of Work

The Health and Safety Consultants can provide the following services:

- Carry out a noise survey to establish levels and frequencies of noise;
- Regularly monitor noise levels and frequencies;
- Give advice on noise control measures;
- Arrange for Audiometric testing of operatives;
- Arrange for individual monitoring of exposure;
- Provide training and instruction for personnel.

Hearing damage results from over exposure to noise BibbEgan undertake to, as far as reasonably practicable:

- Reduce noise at source;
- Isolate the noise source;
- Reduce the time that operatives are exposed to the noise;
- Identify which employees are exposed;
- Keep adequate records of such assessment until a further assessment is made;
- As a long-term undertaking to reduce the noise levels to which employees are subjected;
- Provide the employee with such information as will enable him to carry out his statutory duties;
- To designate ear protection zones and post signage accordingly.

When there is reason to suspect that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates, noise levels will be reviewed and changes made as recommended by the review.

NOISE SURVEYS

BibbEgan recognises the risks to health of noisy operations, therefore all operations involving excessive noise will be subject to a "Noise Assessment".

All Noise Assessments will be kept in our Health and Safety filing system and will be available for reference by our employees.

All employees will be given ear protection where required, together with full instruction on the wearing and maintenance of such protection, see "Sound Advice". Failure to wear the supplied ear protection when required will result in disciplinary action being taken.

All employees must conduct themselves in an orderly manner and, wherever possible, shall not make a noise that would be detrimental to others.

All operations will be carried out with full regard to The Control of Noise at Work Regulations 2005

It is now law that in any activity where the noise levels exceed 85dBA, the operator must wear ear protection when the noise cannot be contained. Any activity where noise level exceeds 80dBA, the operator is not legally obliged to wear ear protection but must be available for their use if they so request.

Noise Assessments

ACTIVITY	WITHOUT PROTECTION		DBA At plant/at 1 metre	Max Exposure Period
	DBA At plant / at 1 metre	Max. Exposure Period		
Vibrating Roller	98/90	7.5 mins / 50 mins	81/75	7 hrs
Wacker Rammer	97/93	10 mins / 25 mins	83/79	4 hrs
Compressor (start up/shut down)	95/n/a	15 mins	77	8 hrs
Compressor (Running)	76 (at 1 metre)	8 hrs	69	8 hrs
Pneumatic Hammer Drill	92/90	30 mins / 50 mins	74/71	8 hrs
Pneumatic Road Breaker	100/98	5 mins / 7.5 mins	76/77	8 hrs
Excavator	93/90	25 mins / 50 mins	78/71	8 hrs
Floor Saws Power Saws	100/98	5 mins / 7.5 mins	76/81	8 hrs
Core Drill	98/95	7.5 mins / 15 mins	78/77	8 hrs
Portable Generator	93 (at 1 metre)	25 mins	77	8 hrs
Portable Grinder	102/98	2.5 mins / 7.5 mins	87/77	140 mins
Percussion Drill	110/107	30 secs / 1 min	87/86	140 mins

MINIMUM WORKING TIMES DUE TO EXPOSURE WITHOUT HEARING PROTECTION – (If 80 dB(A) (Lep.d) is not to be exceeded)

Average Noise Level	Max Exposure in 1 Day
80	8 Hours
83	4 Hours
86	2 Hours
89	1 Hour
92	30 Minutes
95	15 Minutes
98	7.5 Minutes
101	3.75 Minutes

Sound Advice

We live in a noisy world; unfortunately, some of the noise may damage your ears.

Noise Control

Whenever possible noise will be reduced or eliminated by modifying machinery. You can play your part by maintaining equipment in good operation and reporting noisy equipment to your supervisor when it needs attention.

Hearing Protection

Hearing protectors can be very effective but only if they fit properly and are worn correctly. The more careful you are in selecting and wearing your hearing protectors the higher the protection will be. Hearing protectors may initially feel uncomfortable but give yourself a chance to get used to them. Even a new pair of shoes takes time to be comfortable.

Ear Plug Fitting Tips

Description – These are compressed into shape prior to insertion. The most popular type are of expandable slow recovery foam. One size will fit almost everyone. Once in the ear foam plugs expand to provide a snug and secure fit.

How to use – Slowly roll and compress foam into a thin cylinder shape and, while compressed, insert well into the ear canal. Fitting is easier if you reach around the head to pull the ear outwards and upwards during insertion.

Care and Cleaning – Keep the plugs clean and free from materials that may irritate the ear. They may be washed in warm water and a mild detergent, squeeze excess water from the plugs and air dry. Discard the plugs if they become hard or do not expand to their original size.

They may be cleaned with warm soapy water washed and dries thoroughly. Alcohol or solvents must not be used. Cushions should normally be replaced twice a year or more when they become stiff or cracked or no longer seal. Earmuffs should not be modified in any way. They should not be stretched or abused, as this will reduce protection.

Fitting Tips

When either muff or plug is correctly fitted the sound of your own voice should change, becoming deeper, hollow or muffled. If you can't hear the change or if it doesn't sound the same in both ears, then a proper fit and acoustic seal hasn't been obtained.

Your Hearing, Why and When to Protect It

Hearing loss forms part of the natural ageing process and will gradually decline with age. It affects the ability to hear high-pitched sound clearly. With hearing damage, you may have trouble listening when background noise is present.

You don't get "Used to Noise"

Noise does not have to be uncomfortably loud to cause damage. You may even think your ears are used to the noise, but what has probably happened is that hearing loss has already begun. How quickly hearing loss takes place depends on the intensity of the noise, how long it lasts and how often you are exposed.

As a guide, when you feel you need to shout to be heard three feet away, the noise levels are such that ear protectors are recommended.

Hearing damage results from over exposure to noise. BibbEgan undertake to, as far as reasonably practicable to:

- Reduce noise at source;
- Isolate the noise source;
- Reduce the time that personnel are exposed to the noise;
- Identify which employees are exposed;
- Keep adequate records of such assessment until a further assessment is made;
- As a long-term undertaking to reduce the noise levels to which employees are subjected;
- Provide the employee with such information as will enable him to carry out his statutory duties;

- To designate ear protection zones and post signage accordingly.

When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates noise levels will be reviewed and changes made as recommended by the review.

PERMITS TO WORK

BibbEgan will operate a permit to work system where there is a high risk of injury, for example, when working with naked flames or working on live electrical supplies, and where it is not sufficient to rely on either human behaviour or on other systems of work.

A permit to work is a formal, controlled safe system of work, containing authority to work as well as being a check list and reminder intended to ensure that work is conducted to high safety standards when there is high risk. A permit to work is a document that combines:

- A statement of the work to be done, when and by whom;
- A clear description of the plant or pieces of equipment involved, and details showing how they are identified;
- An indication of the extent to which the plant has been made safe (if applicable);
- A warning of possible remaining hazards;
- Precautions to be taken against these hazards;
- A notification of release of the equipment to those who are to carry out the work;
- A formal acceptance of the tasks concerned and agreement to abide by conditions and precautions specified;
- A notification that the task is complete;
- An acceptance that the task is complete;
- Or, a notification that the task is incomplete necessitating additional arrangements including the issuing of a further permit to work.

Permits to work will be issued by the Demolition Manager prior to starting any task assessed as requiring the extra safety precaution.

A time of expiry will be written on each permit to work. The Demolition Manager must make sure that the work does not over run this time. If work is not complete, the permit must be handed back and a new one issued.

When the task has been completed the area must be inspected to make sure that it is safe and ready for the return to normal operation. The cancellation line on the permit to work should be signed giving completion date and time.

PERSONAL PROTECTIVE EQUIPMENT

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company. Employees will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. BibbEgan will operate an on-going policy of monitoring equipment use.

It will be a disciplinary matter if Employees do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that Employees shall wear a safety helmet and safety boots or safety shoes at all times. Other PPE may be required according to the risk assessment & in accordance with the site rules.

Personal Protective Equipment - Visitors to Site

Official visitors to sites (e.g. Surveyors, Engineers, Inspectors etc.) will be required to wear a safety helmet and safety boots. Other PPE such as a high visibility waistcoat should be considered and used when required. Visiting Managers, Engineers, Supervisors or Contractors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site.

PLANNING

At the planning stage the requirements of the company Health and Safety Policy Statement must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the site supervisors and written procedures defined. If necessary, pre-contract meetings will be held and specific safety matters discussed.

Representatives of those who may perform every day work duties while work is undertaken will be informed of hazards and systems of work. Those representatives, as well as BibbEgan, will communicate this information.

PLANT

BibbEgan will ensure that all plant supplied to Employees is safely maintained and is in a fit state i.e. equipped with safety devices, tested and maintained in accordance with all the current regulations and guards are present where required. Plant will be inspected visually before use with the plant register being completed every 7 days. Regular tests, inspections and maintenance will be carried out on plant supplied to operatives to ensure it remains in good working order. Operators of plant are to ensure that all unsafe plant defects noticed during inspections are brought to the attention of a Supervisor, in order that they can be dealt with promptly. Dangerous plant will be put out of service until it can be properly repaired by a competent person. If a fault occurs during use, even if it has been caused by the operator, the fault, damage, defects or malfunction must be reported immediately.

The Company will use maintenance schedules to ensure that plant is operating efficiently and to the manufacturer's specifications. Various maintenance systems will be used that take into account the operational needs of the plant, as well as any impacts on Health and Safety, environment issues e.g. excessive fumes, noise, vibration etc. When considering maintenance requirements allowances must be made for the aptitude and skill of the operator and the work load of the machine in question.

In order to ensure that plant is running safely and efficiently Management may use:

- Unscheduled or breakdown maintenance;
- Scheduled or routine maintenance;
- Planned preventive maintenance;
- Predictive maintenance;
- Improvement maintenance.

The Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures. The Company will develop safe systems of work, which identify risks and hazards and then eliminate risk or reduce it to a minimum. Employees using company plant and equipment will be trained, experienced and competent.

Standards Required

The following regulations contain requirements to be complied with in the provision, maintenance operation and use of plant on site:

- Provision and Use of Work Equipment Regulations 1998 (PUWER 98);
- Lifting Operations & Lifting Equipment Regulations 1998 - Lifting appliances in general.

Planning Procedures

All work will be tendered for or negotiated with consideration given to the compliance of the above Regulations in addition to the compliance with all other standards and Health and Safety Acts and Regulations. The Demolition Managers will take all aspects of the work into account to ensure that sufficient information is provided to hire companies to enable the correct type of plant to be provided that is adequate for the work to be undertaken.

The Demolition Managers will ensure that competent operators and banksmen are provided or that where necessary, full training and instruction is arranged.

At the project planning stage it will be determined whether any preparatory work is required for the installation or use of plant on site and to ensure that any requirements are planned for e.g. plant and diesel storage areas, loading areas, etc.

Supervision

The Demolition Managers will ensure that pieces of plant used on their sites are in good order and fitted with any necessary safety devices and guards. Any defects noted on hired equipment will be reported to the Hire Company immediately and the plant not used until they are rectified.

The Demolition Managers will ensure that only trained, competent and authorised operators are permitted to operate any item of plant, where any doubt of the competency of an operator exists, the Demolition Managers will report to t. No young person, under 18 years of age will be permitted to operate any item of plant or act as banksman unless being trained under the direct supervision of a competent person. If the person has not attained the age of 18 a specific risk assessment will also be produced. All plant will be properly secured and immobilised at the end of each day with keys removed whenever operators are not present.

The Demolition Managers will not ask or permit the Plant Operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

In instances whereby plant is used for lifting e.g. excavators, copies of tests of thorough examination certificates will be kept in the cabs of plant and in situations where there is a site office they will be retained within the site health and safety file.

Safe System of Work

Hazards with the use of plant arise out of:

- Unskilled operation;
- Incorrect use and working outside of the machines safe parameters;
- Poor maintenance;
- Reversing unsupervised;
- Third parties entering dangerous areas e.g. slew zones;
- Defect in machine unchecked;

- Noise (see separate section).

It is a company requirement that high visibility waistcoats or coats are worn at all times on site and they must never be adapted e.g. cut down and they must be renewed if they become damaged or dirty.

PODIUM STEPS

Where podium steps are provided for working at height, employees will be instructed to conform to the following guidelines:

- Check all components are available and operational;
- Inspect the unit components for signs of damage or incorrect functioning prior to use. Damaged or incorrect components (or components showing signs of excessive wear) must not be used and must be returned to your local supplier. Castors and adjustable legs should be periodically lubricated to keep them free running;
- The unit is designed for internal use only on flat level surfaces. Check that the ground is capable of supporting the weight of the Podium Step and equipment;
- Generally, the safe working load of the Podium Step is 115 kg (one man);
- Castors must be locked when unit is in use;
- Ensure that the platform is free of persons and equipment, and that brake locks are off prior to movement;
- Beware of soft or uneven ground and overhead obstructions;
- Mobile access units must only be moved by pushing at the base;
- Always beware of live electrical apparatus, cables or moving parts of machinery;
- To prevent accidental injury ensure safe positioning of hands and fingers when assembling and dismantling;
- Ensure that telescopic guardrail is free from contaminants and lubricated at regular intervals;
- Never jump onto platforms. Ensure platform is debris free;
- Check that Castor Locking Bolt (to frame tube) has not loosened through use of Podium Step. Tighten the bolt if necessary;
- Ensure guardrails and gates are locked and secure when platform is in use;
- Podium Step units are not designed to allow them to be lifted or suspended;
- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs;
- Wear practical protective clothing, gloves and footwear;
- Avoid loose garments and jewellery that could catch in moving parts and tie back long hair;
- Ensure the work area is well lit and ventilated. If in doubt, ask about lighting and ventilation equipment from your Supervisor;
- Make sure that anyone in the immediate work area is warned of what you are doing;
- Keep children, animals and bystanders away from the work area. Cordon off a NO GO area using cones and either barriers or tape, available from your Supervisor;

- Do not use boxes, ladders or other such means to gain additional height at the platform;
- Care should be taken when using power tools, wash jets or other such tools which can cause a lateral force on the Podium Step.

This equipment should be used by an able bodied, competent adult who has read and understood the manufacturer's instructions. Anyone with either a temporary or permanent disability should seek expert advice before using it.

PRINCIPLES OF PREVENTION

BibbEgan will, as a responsible employer, comply with The Management of Health and Safety at Work (Amendment) Regulations 2006 Regulation 4 as part of the overall strategy for reducing risk. BibbEgan will implement any preventive and protective measures on the basis of the principles specified in Schedule 1 to the above Regulations and Appendix 1 of The Construction (Design and Management) Regulations 2015 i.e. by:

- Avoiding risks;
- Evaluating the risks which cannot be avoided;
- Combating the risks at source;
- Adapting the work to the individual; especially with regards the design of workplaces, the choice of work equipment and the choice of working and production methods. In particular, with a view, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- Adapting to technical progress;
- Replacing the dangerous with the non-dangerous or the less dangerous;
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- Giving collective protective measures priority over individual protective measures;
- Giving appropriate instructions to employees.

PROCEDURE FOR NEW EMPLOYEES

The procedure is to be carried out by the Demolition Manager where the new employee will be required to work. He should:

- Explain to the new Employee what he/she will be required to do and to whom he/she will be directly responsible;
- Issue the new Employee with a copy of the Company Statement of Safety Policy and details of their responsibilities for safety matters. Also show the new employee where the complete Company Policy for Health, Safety and Welfare is kept and explain its purpose;
- Ascertain if the new Employee has any disability or illness which could prevent him / her carrying out certain operations safely or require additional protective measure;
- Show the new employee where copies of regulations are kept;
- Warn new Employees of any potential dangerous areas of operations on jobs or in the workplace;
- Warn the new Employee of any prohibited actions, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.;

- Ascertain whether there is any training or instruction required and liaise with PRIME SAFETY. (Health & Safety) Consultants, as appropriate, to arrange, e.g. abrasive wheels, cartridge tools, scaffold inspections etc.;
- Issue to the Employees any protective clothing or equipment necessary, e.g. safety helmet, eye protection, ear defenders/plugs, wet weather clothing etc., and obtain their signature for the items issued;
- Where necessary, inform the new employee of vehicle servicing procedures etc.

Additional procedure for new employees under 18 years of age:

Inform them that they must not operate any plant, give signals to any crane driver and use any power tools or equipment unless being trained under the direct supervision of a competent person

PROTECTION OF PERSONS IN WORK AREAS

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work, etc. Act 1974.

Consideration will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens, etc., will be provided to ensure their protection. It is the strict policy of BibbEgan that all vehicle movements within demolition sites are controlled by a traffic marshal.

PUBLIC - THIRD PARTY SAFETY

Under Section 3 of the Health & Safety at Work etc. Act 1974, BibbEgan recognises its duty of care to the general public / third parties and will take all necessary measures to safeguard the public during any work activity which may impinge upon them.

This will include signage, barriers, fully decked out and brick guard netted scaffolding and, if necessary, an Employee on duty to control and guide movements of the public.

Site / workplace security will be put in place to stop members of the public / third parties getting into a position where they are a danger to themselves or to Employees of BibbEgan. This will include working in residential properties where there may be children present.

In occupied premises all persons that require information will be notified of the parameters of the works and will be notified accordingly of any changes to those work parameters.

PURCHASING POLICY

BibbEgan recognises its duties in accordance with various Regulations with regard to the purchase of materials, substances, machines and equipment and will, before each purchase, consider how they may impinge on Health, Safety and Welfare during their use, storage, handling and transportation.

BibbEgan has a Purchasing Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria.

Examples:

- BibbEgan will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics (i.e. cost, effectiveness and quality) with a less hazardous substance. Consideration will also be given to ensure that where practicable substances which are hazardous to the environment will also be replaced by less hazardous chemicals when available;
- Equipment and machines will be compared not only by price but also on features including ergonomics, noise, vibration, usability, suitability for the task, adequate guarding, ease of maintenance and inherent hazards;
- Choice of Personal Protective Equipment will not be limited to cost but assessed on quality and suitability for the protection it is to afford the wearer. It will also be compatible with other PPE and comply with standards;

- Office furniture and equipment will be purchased after consideration has been given to: Ergonomics, fire rating, sustainable resources, etc.

REFUSAL TO WORK FOR SAFETY REASONS' POLICY

BibbEgan is committed to providing safe systems of work for all its employees while carrying out its activities and undertakings, and does not expect any member of staff to work in an unsafe manner. Full consideration will be given to the situation whereby a member of staff refuses to work on safety reasons.

Our staff is encouraged to question the safety of working arrangements without fear of victimisation and in the knowledge that the points they raise will be given serious consideration.

If any member of staff has reason to believe that the task they are required to undertake, or have already commenced, will endanger either themselves or others, they are required to cease work and report the matter to their immediate supervisor.

The Demolition Manager, after consulting with the Health and Safety Director and reviewing any relevant rules and instructions as necessary, must decide whether grounds for refusal to work are justified. They will then consult with the working group/individual and the system of work will either be confirmed or changes agreed after considering all circumstances.

All cases of refusal to work are logged at the relevant site office for inspection by management, and will be made available to the client if requested. The Health and Safety Director are responsible for reviewing all cases of refusal to work and instigating any follow up action. Follow up action may involve consultation with BibbEgan Health and Safety Consultant.

RESPIRATORY DISEASES

The inhalation of dust can lead to respiratory diseases including diseases of the lung, pleural cavity, bronchial tubes, trachea, and upper respiratory tract and of the nerves and muscles of breathing.

At the earliest stage, designers should try to eliminate foreseeable health risks that are involved in construction and building maintenance work. For example, designers should avoid specifying the use of materials or processes that contain or require the use of high levels of asthmagens or are likely to produce a dust exposure.

The next step is to eliminate hazardous materials or processes. If this is not feasible, an attempt should be made to manage the risk by substituting with safer materials and / or changing the process.

Know the materials to be used and see if safer materials can be used.

Examples of dust control techniques include:

- Using water to suppress dust during cutting, drilling, and grinding etc.;
- Using dust extraction on power tools;
- Controlling waste - use closed bags, or containers. Don't let wet waste dry out - remove it frequently from site;
- Vacuum cleaning avoiding the use of brushes or compressed air;
- Segregation - either separate the dusty activity from other parts of the site physically, or do the dusty work at a time when others are not around.

RISK ASSESSMENTS / METHOD STATEMENTS

The company will ensure that competent persons carry out on-going risk assessments for operations that may harm employees or third parties. Suitable controls will be implemented to eliminate risk, or reduce it to an acceptable level, in accordance with The Management of Health and Safety at Work (Amendment) Regulations 2006 and other relevant Regulations. The risks and controls to be implemented will be communicated to all staff to enable them to undertake their work safely. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

BibbEgan recognise that the workplace, tasks and personnel will vary from time to time e.g. we may purchase new equipment, the working environment may change, we may employ new staff or new procedures could lead to new hazards. BibbEgan are committed therefore, to review what we are doing on an ongoing basis particularly when there are any changes. Every year, we will formally review risk assessments to ensure that controls are suitable and that we improve controls and do not overlook their implementation. Employees are encouraged to bring to the attention of the Supervisor any improvements that they feel may reduce or eliminate risk. However, Employees must never make changes to the safe system of work prior to notifying the Supervisor.

Employees will ensure that they are familiar with Method Statements and Risk Assessments before commencing their activities and that they are competent to undertake the work. All Employees will be supervised by the Site Supervisors to ensure that the risk assessments are being adhered to and that assessments are a true reflection of the risks. The Site Supervisors will always be present in situations whereby a Method Statement is to be followed to ensure the safe system of work is not deviated from. Should the assessments not be of an adequate quality, the Site Supervisors are in a position to insist to upper Management that reviews of the assessments are required. When used, generic risk assessments will be checked to ensure their complete relevance at each work site prior to the works being undertaken.

Risk management using risk assessments will be the basis of the Company's objective of achieving safe working places. BibbEgan will use the 'Five Steps to Risk Assessment' in order to manage risk and develop safe systems of work: Five Steps to Risk Assessment:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

The following definitions will be used in this process:

Hazard – Any situation (e.g. chemicals, electricity, working from ladders etc) that has potential to cause damage or injury.

Risk – Likelihood (or chance) that somebody could be harmed.

Severity – An estimation of how serious the potential problem might be in terms of harm to people and/or damage to property.

Severity of Harm x Likelihood of Occurrence = Risk Rating

When determining controls or considering changes to existing controls, consideration shall be given to reducing the risk according to the following hierarchy:

- Elimination
- Substitution;
- Engineering controls;
- Signage/warnings and/or administration controls;

- Personal Protective Equipment.

SAFETY CONSULTANTS

The Company's Health and Safety representatives will have the authority to action a safe system of working under the overall responsibility of BibbEgan. All Employees will be required to actively contribute to the overall Health and Safety requirements and to undertake tasks as requested by the Health and Safety Representatives or those given authority in the absence of the Health and Safety Representatives.

BibbEgan retains PRIME SAFETY. (Health and Safety) Consultants Limited, as Safety Consultants to advise management when requested on matters relating to Safety and Health e.g. relevant legislation, codes of practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

In the event that there is an incident that requires investigation the Company's Health and Safety representatives will undertake a thorough investigation in order to advise on the cause of the incident and to offer advice on controls in order to prevent a similar occurrence of a similar nature.

SAFETY INSPECTIONS AND AUDITS

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and Approved Codes of Practice.

Our independent safety consultants PRIME SAFETY. (Health and Safety) Consultants Limited may on occasion be called upon to undertake independent inspections to cross-reference with those undertaken by BibbEgan. If at any time a Health and Safety Audit is deemed to be required, this will be undertaken by PRIME SAFETY. (Health and Safety) Consultants Limited at the request of the Health and Safety Director.

Contractor's safety arrangements will also be vetted to ensure that they are working competently in accordance with the company Health and Safety requirements, their method statements and to current legislation.

SCAFFOLDS AND MOBILE BIBBEGAN SCAFFOLDS

Standards Required

The Work at Height (Amendment) Regulations 2007 gives requirements for construction and use of mobile BibbEgan scaffolds and tube and fitting scaffolds. Scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations of BS EN 12811-1:2003; TG20:13 and SG4:15. Load testing will be completed in accordance with recommendations of BS EN 12811-3:2002.

Prefabricated aluminium mobile BibbEgan scaffolds will be erected and used in accordance with manufacturer's instructions. Prefabricated BibbEgans will be constructed to BS EN 12811-2:2004. Any other type of mobile BibbEgan scaffold will be erected and used in accordance with supplier's instructions.

Planning

All work involving scaffolds will be tendered out and negotiated for taking into account the above standards and the requirements of The Management of Health & Safety at Work (Amendment) Regulations 2006. The Site Supervisors will ensure that mobile BibbEgans are used safely and efficiently, taking into account floors, ceiling heights, roof members, type of work, etc. Training will be provided to Supervisors required to carry out inspections and operatives required to erect, alter, or dismantle mobile BibbEgans.

Supervision

Trained and competent employees shall erect all mobile BibbEgans. No person is permitted to erect, alter or dismantle any mobile BibbEgan scaffold unless competent to do so. All mobile BibbEgans provided for the company will be checked before use by the a competent person to ensure they are in accordance with the manufacturer's instructions. Employees required to use a mobile BibbEgan scaffold will be instructed in the safe use and movement of the scaffold BibbEgan. Mobile BibbEgan scaffolds will be inspected at 7-day intervals if they remain in the same position, by a competent person and records of inspection made in a register, which will be kept on site.

Safe Systems of Work

The following precautions will be complied with:

- BibbEgans will be vertical and will be tied to buildings where required;
- BibbEgans will not be used in adverse weather conditions;
- Scaffold BibbEgans must not be used or moved on sloping, uneven or obstructed surfaces;
- BibbEgans will always be moved from ground level and no person will remain on the platform while it is being moved and materials and tools will be removed or secured. The safe working load of the platform will not be exceeded. When moving scaffold BibbEgans the height will be reduced to 1½ times the minimum base dimension to ensure stability;
- The working area in which the scaffold will be used will be checked for openings, ducts, steps etc. and for overhead obstructions, particularly overhead electricity cables. All bracing members and guard rails/ toe boards will be fitted with wheels locked into position while the platform is in use and outriggers or stabilisers extended where applicable. Heights of the BibbEgans will not exceed the manufacturer's instructions on the height to base ratio when used both internally and externally;
- Employees erecting, altering, dismantling or working around the base of mobile BibbEgan scaffolds will wear safety helmets.

SECURITY ARRANGEMENTS

Sites will have suitable controls implemented to prevent intrusion by trespassers and children by the removal of ladders at the end of the working day and the alarming of scaffolding, which is fixed to buildings.

Suitable barriers / hoarding and notices preventing passage may also be used and where applicable the placement of lighting.

All highly flammable materials will be stored in an adequate locked enclosure and highly flammable liquids if stored on site will be in dowsers or tanks with all taps locked and secured.

All structures that are in the process of being demolished will be reduced to a safe state at the end of each working shift.

STRESS AT WORK

All employees are requested to inform the management if at any time they feel that they are suffering the symptoms and effects of stress while at work. This may be due to personal matters; the effect of work load, a particular problem or an accumulation of all of these matters.

There is an open door policy at BibbEgan to ensure that any person requiring help and assistance can approach management in order that a confidential meeting can be conducted and a suitable solution can be found.

Employees are reminded that often stress is the result of an accumulation and build up over time whereby relief from the symptoms of stress will result in immediate improvement. To wait often causes unnecessary anguish which may result in long term effects.

BibbEgan work towards implementing the HSE Management Standards that cover six key areas of work design that, if not properly managed, are associated with poor health, lower productivity and increased accident and sickness absence rates. The Management Standards are:

Demands	this includes issues such as workload, work patterns and the work environment
Control	how much say the person has in the way they do their work
Support	this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
Relationships	this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
Role	whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
Change	how organisational change (large or small) is managed and communicated in the organisation

SUPPLIERS

The following paragraph may be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article or substance e.g. safety data sheets. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998.”

All information received from suppliers will be passed to the Supervisor for implementation and reference by Employees.

The company will maintain assessment procedures in order to ascertain the training needs for the staff allocated to use new work equipment introduced.

TEMPORARY POWER SUPPLY

Where there is a requirement for the installation of temporary electrics, these will be carefully planned. Temporary electrics include all electrical power supplies installed by BibbEgan or allocated Contractors and removed at or before the completion of a contract.

All temporary electrical installations will be installed by a competent person and the equipment will comply with the Electricity at Work Regulations 1989.

All temporary electrics which are to be in position for more than three months are subject to inspection and examination in accordance with the current edition of the BS 7671:2018 (IET Wiring Regulations 18th Edition).

Only authorised experienced personnel will work on or adjust electrical connections.

The use of long trailing leads should be avoided. The cable should be protected from accidental damage by other operatives and have safety trip devices and be of a type suitable for the duty required.

The Supervisor and Employees will inspect the equipment and cables to check for damaged cables, bare wires, cracked plugs or damaged pins and connections.

Suspect equipment will be disconnected and replaced by a competent person or the equipment will be marked and removed from use.

Faulty equipment that is overheating or sparking may be a source of ignition and cause a fire.

TRAINING

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that all persons be trained to perform his or her task effectively and safely. It is the opinion of Mr James Bibbey that a task, if not undertaken safely, is not performed correctly.

All Employees will be trained in safe working practices and procedures prior to working on site. Where Employees are required to carry out key tasks they will be provided with the necessary training.

Contractors will need to demonstrate that their Employees, where required, have the necessary training and proof of competency.

All Employees are to be trained in accordance with the Management of Health and Safety at Work (Amendment) Regulations 2006.

The Company will provide adequate Health and Safety training:

- On recruitment and when exposed to new or changed risks;
- On site Tool Box talks will cover all aspects of Safe Site Working Procedures and specific Contract requirements;
- Refresher Training will also be given as appropriate.

The Company undertake to provide Induction Training for general education and additional training for specific jobs as they occur and any additional specialised courses or Employee training as is appropriate and necessary for the requirements of their duties. All training deemed to be beneficial to Employees will be provided and paid for by BibbEgan in the interests of Employee Health and Safety. Training will be mandatory with records of training being kept within the main office.

The company has a firm commitment to the training of its Employees in matters relating to Health, Safety and Welfare. The objective of these is to ensure that the obligations of the Company in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual Employees.

Training is provided in both a formal and informal manner and all Employees are encouraged to positively identify any areas where they feel they require training or retraining in Health and Safety matters.

On-site training will be provided in the form of induction courses and toolbox talks. This instruction will, where necessary, include familiarisation with the place of work e.g. welfare facilities, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

The company has a firm commitment to the training of its Employees in matters relating to absolute competency, Health, Safety and Welfare. The objective of this is to ensure that the obligations of the company in these matters are not only fully complied with but are exceeded in order that locations of works are as safe as is reasonably practicable.

USE AND STORAGE OF HIGHLY FLAMMABLE LIQUIDS

Use

Quantities of flammable liquids stored and in use should be minimal and limited to that which can be used by the process in no more than a week. Any excess quantities must be in a correct storage facility i.e. stored in a locked fire resistant container.

Lids on containers should always be replaced after use and any rags that have been impregnated with flammable products will need to be disposed of safely.

Storage

Quantities of flammable materials in storage should be minimal, with sufficient stocks to efficiently run the business, but without overstocking. Under traditional guidance you stored up to 50 litres of highly flammable liquids in the workplace in a fire resisting container. External storage is preferred to internal storage.

The storage area should be in a well-ventilated area and where possible, containers of flammable liquids should be stored in a bund, drip tray or provided with other spill containment. The storage container should have hazard warning signage displayed and should remain locked to prevent unauthorised access. Oil is among the most common pollutants in the UK. Cleaning up oil spills can be difficult and expensive. Dealing with a spill will cause us and maybe our neighbours a great deal of inconvenience. BibbEgan recognise our responsibilities and duties under the Control of Pollution (Oil Storage) (England) Regulations 2001.

USE AND STORAGE OF LPG CYLINDERS AND OTHER GASES

Gas cylinders, including oxygen which is lighter than air, should be treated similarly. Different flammable gases should never be stored together, or together with oxygen. Each gas should be segregated and kept in its own storage enclosure, whether full or empty and should always be stored in the upright position. Oxy-Acetylene “sets” should be kept in a separate area away from other flammables with bottles secured to the trolley. Similarly, consideration is to be given to other materials stored in the area that may present a risk if combustible particularly if they are oxidisers.

The storage area should be provided with adequate ventilation to allow dispersion and prevent the accumulation of any gases. These storage areas are normally constructed of a caged enclosure which should be located at least 3 metres from any structure, heat sources and voids. The cage should always be kept locked to prevent unauthorised access. It is not good practice to store cages on roofs as Propane is heavier than air and leaks may flow down through rainwater pipework within the structure. The presence of LPG's may not be considered if a fire is being attended to by the emergency services and would also present a higher hazard to occupants in the event of a fire as access would be difficult to cool them.

Suitable restraints to containers, i.e. chains and straps, should be considered to protect valves and any fittings from impact damage, if the container accidentally fell. It is good practice for hoses to have mesh guarding over them to protect them from cuts and abrasions.

At least one 9kg dry powder fire extinguisher must be provided within the vicinity of the cylinder storage area and warning signage must be displayed indicating LPG storage.

All cylinders will be carefully handled when used and will be returned to a storage cage at the end of the day. Cylinders will not be discarded, rolled, dropped or lifted by the valve while in the care of BibbEgan.

General Precautions

- Only proprietary fittings should be used on gas welding equipment;
- If a cylinder valve leaks and cannot be tightened with a spanner, the valve should be closed and the cylinder returned to the supplier with a label indicating the fault;

- On no account should oil, grease or other substances, such as soap, be allowed to come into contact with oxygen regulator valves or fittings as these substances are explosive in the presence of high pressure oxygen;
- Any leaking oxygen fittings should not be tightened before closing the cylinder valve and venting the oxygen to atmospheric pressure;
- It is dangerous to allow flame to come into contact with the cylinders or a lighted torch to be hung on a regulator or its guard;
- It is equally dangerous to rest blowpipes on empty oil drums or similar containers, even after the flame has been extinguished;
- Flash back arrestors must be fitted at all times when work is being undertaken.

WELDING AND CUTTING

Hazards

The main hazards likely to be encountered are:

- High temperature, causing burns and fires;
- Directly or indirectly evolved fumes, liable to cause injury to health;
- Radiation causing burns and “arc eye” can also produce noxious gases;
- Lack of oxygen, causing asphyxia.

These hazards are likely to be encountered in the following processes:

- MMA (Manual metal arc) using flux covered stick electrodes;
- TIG (tungsten inert gas), a gas shielded non-consumable electrode process;
- MIG (metal inert gas);
- Flame brazing e.g. silver soldering;
- Cutting processes such as air / arc and plasma (electric) and oxygen / fuel gas burning,

The first **three** use an electric arc to provide the heat, and the fourth uses an oxygen / fuel gas flame.

Care of Equipment

Gas Flame Equipment

The gases commonly used are:

- Oxygen. Oxygen enriched air is very dangerous, as in such an atmosphere materials are normally combustible and can ignite quickly and an instant fire can take place. Accordingly, confined spaces where oxygen enrichment may occur, should be regularly checked. Where there is a risk, no work should be permitted in the area until it has been cleared as safe for work;
- Acetylene is dissolved in acetone and stored in cylinders containing absorbent materials. The pressure in any pipeline must not exceed 0.63 bar (9psig). Copper pipes must not be used for acetylene, since copper and acetylene together can form copper acetylides, which are sensitive explosives;

- Propane is subject to The Dangerous Substances and Explosive Atmospheres Regulations 2002 which contain strict rules for its use and storage e.g. all cylinders not in use must be kept in a suitable store with adequate ventilation. Propane is heavier than air and will collect in ducts and drains etc., causing a potential flame / explosion situation;
- All cylinders in use must be secured, either in a cylinder trolley or lashed to a suitable support. Cylinders should be readily removable in case of fire;
- Note - if a cylinder falls and its valve is broken, it can behave like a rocket and travel far and fast. Cylinder valves should be closed when the equipment is not being used.

Handling Cylinders

- Shut the valve before moving a cylinder. Make sure the cylinder is properly secured before moving by any form of transport including crane and sling;
- Never move cylinders with magnets or chain slings;
- Never transport cylinders with the regulator and hose attached unless on a purpose designed trolley or carrier;
- Never lubricate spindles or connection with oil or grease, as these will ignite violently in the presence of oxygen. If the latter is under pressure, an explosion may result;
- Cylinders and fittings must be kept well away from sources of contamination such as oil leaks from overhead equipment;
- Pressure regulators, gauges, hoses and torches must be maintained in good condition and connections checked regularly to ensure gas tightness. Spark lighters should be used in preference to matches, smouldering rags etc.;
- Flashback arrestors and hose check valves should be fitted to both oxygen and fuel gas regulators and manifolds. Acetylene manifolds must also be fitted with an effective flashback arrestor.

Arrestor's will:

- Stop and extinguish a flashback;
- Prevent reverse flow of gases;
- Shut off the supply of gas following a flashback;
- Non-return valves are also fitted in the hose connectors at the torch end to resist flashback;
- Manufacturers of equipment provide booklets giving further details of safety in use. These will be made available to all concerned.

Electronic Arc Equipment

- Mobile generators are frequently used for site welding. Care must be taken that the exhaust is adequately vented. Fuel drums or bulk supply tanks must be kept in a suitable storage area. The power source should be switched off whilst refuelling is in operation;
- Mobile generators should be sited with care to ensure that the cables do not constitute a trip hazard. Checks should be made during the progress of the work and, if appropriate, the mobile generators relocated rather than the cable runs extended;
- Welding transformers and rectifiers are connected to the mains supply, usually at 440Volts. Switching equipment and cables will conform to the Electricity Regulations and must be installed and maintained by a competent electrician usually supplied by the Client.

General

- The welding transformers must be connected to the supply (at mains voltage) by heavy duty cables, and an efficient isolating switch, together with protective fuses or circuit breakers, should be located in an accessible position, usually on the transformer tank. Fixed transformers should be permanently wired in conduit or armoured cable, but moveable or transportable items require heavy duty flexible cables, preferably armoured;
- Insulated flexible cables will be provided for the welding cables to the electrode holder and care should be taken to provide an effective return lead from the work place to the transformer. The welding transformer will be efficiently earthed;
- The insulated handle will be so arranged that accidental contact with live parts cannot be made. The holder will be well balanced and easy to handle. Although the welder will be equipped with suitable clothing and gloves, the latter cannot, and should not, be relied upon as insulation;
- Provision should be made for accommodating the holder when not in use, and it is desirable that the welder should have means at hand for isolating the holder from the supply. Plugs and sockets are available for this purpose as specified in BS.638;
- Although electric arcs for welding do not normally exceed 100 volts AC or DC, all electrical equipment, auxiliary cables and connections should be checked frequently. Special low voltage devices are available and should be used in hazardous conditions e.g. where the welder is standing on or surrounded by earthed metal;
- Air cooled transformers and rectifiers should be protected from moisture (rain etc.) and dust. Regular maintenance will ensure that any accumulation of dirt will be removed. Short circuits and loose or dirty connections can start fires;
- MMA torches should be insulated to avoid accidental arcing. The other electric arc processes incorporate a conductor in the circuit to isolate the torch when it is not being used.

Welding and Cutting

Heat

- All welding will involve high temperatures. Components retain burning heat for long periods after welding. Such components should be chalk marked **"HOT"** if liable to be touched by unsuspecting people (wipe off chalk marks when cooled);
- Fires can be started by sparks, hot slag etc., at a distance from the point of welding or cutting. Remove flammable materials from the vicinity of, and below, the operations, or use protective sheeting as appropriate;
- Take particular care when penetrating bulkheads, etc., that the "blind" side is safe.

Fumes and Lack of Oxygen

- All welding and cutting operations produce fumes. Adequate ventilation at all times is essential. When working in confined spaces extra precautions are required;
- General welding fume (iron oxide fume) can easily be measured and if the Workplace Exposure Levels of 5mg/m³ is not exceeded, (8 hour time weighted average), the situation is considered relatively safe. However, toxic fume hazards may arise in some cases and extra precautions will then be needed:
 - Coated (primed or plated) base metal;
 - Alloys containing toxic elements;
 - Radiated heat forming noxious gases;

- Flame heating heavy sections forming nitrogen dioxide;
- Flame processes burning atmosphere oxygen and adding large quantities of asphyxiating gas into the atmosphere;
- Gas shielded processes adding inert gases to the atmosphere and displacing oxygen, which can also lead to asphyxia in confined spaces;
- Employees are to request specialist advice in these circumstances.
- Mild Steel welding fume can cause lung cancer and possibly kidney cancer. There is a recent change in HSE enforcement expectations in relation to the control of exposure and that effective engineering controls (typically LEV) must be provided and correctly used to control fume arising from Mild Steel welding activities. Where engineering controls are not adequate to control all fume exposure, adequate and suitable respiratory protective (RPE) is also required to control risk from the residual fume.

Regardless of duration, HSE will no longer accept any welding undertaken without any suitable exposure control measures in place, as there is no known level of safe exposure. This includes welding outdoors. Risk assessments should reflect the change in the expected control measures.

Infra-Red and Ultra Violet

- Electric arcs radiate both infra-red (heat) and ultra-violet light;
- Ultra-violet radiation (UV) is invisible but can be hazardous in a number of ways, even when reflected:
 - UV can affect the skin like severe sunburn. The rays will also pass through some materials such as nylon, so the right kind of protective clothing, etc., is necessary;
 - UV causes “arc eye” a painful but temporary form of conjunctivitis, even if exposure is very short;
 - UV decomposes some chlorinated hydrocarbon degreasing agents and may form the poisonous gas Phosgene, even at a distance from the arc. Make sure degreased items are thoroughly dried before welding and do not use such chemicals anywhere near welding operations.

Grinding, Chipping and De-Slagging

Preparation and repairing of welds usually involve grinding and chipping. Eye protection will be provided for these operations. Protection must also be worn when de-slagging arc welds. With some types of weld hot slag can fly off because of contraction as the metal cools, so eye protection should also be used if it is necessary to inspect a weld before it is cold.

WELFARE FACILITIES AND SITE ACCOMMODATION

Projects undertaken differ in their duration from very short term to long duration with the Principal Contractor supplying all welfare facilities. On larger projects any site accommodation and temporary buildings required by BibbEgan will be agreed with the Principal Contractor before being placed on site.

Welfare arrangements will be provided by the Principal Contractor or BibbEgan as agreed in the contract document, or as required by The Construction (Design and Management) Regulations 2015. Facilities will include the provision of shelter, toilets and washing facilities and will comply with The Construction (Design and Management) Regulations 2015 as an absolute minimum. Fire extinguishers of an agreed type (i.e. AFFF, water, dry powder or carbon dioxide) will be provided and maintained in any welfare provided.

They will be positioned in an appropriate position and be kept free of obstruction and available for use at all times. At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e. telephone or mobile phone) and for raising the alarm and applying First Aid.

Welfare facilities provided within the head office will meet the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 as a minimum with the aim of exceeding these requirements. The Office Manager will be responsible for ensuring that the welfare is maintained in good order and is responsible for reporting any deficiencies to the Directors if the standards are not met.

WORK AT HEIGHT

BibbEgan will invariably be required to work at height. Therefore, due to the hazardous nature of the activity e.g. in construction, 50% of all serious accidents are due to falls and a further 20% occur due to the fall of materials onto operatives, any work at height, is to be restricted to those Employees who have been trained properly and are experienced in such work. A full assessment of the activity will be undertaken by BibbEgan for the Employees undertaking the works prior to commencement to ensure that all controls are applied in accordance with The Work at Height (Amendment) Regulations 2007.

We will provide a safe working environment for all employees who may be required to work at height.

We will achieve this by:

- Identifying work activities that may involve working at height;
- Eliminating the need to work at height whenever it is reasonably practicable to do so;
- Ensuring that, where work at height cannot be eliminated, we use the risk assessment process to evaluate and manage risk;
- Implementing a safe system of work that will prevent falls of persons, materials and equipment;
- Providing suitable plant and equipment to allow safe access for persons and materials;
- Ensuring working platforms and any supporting structures are appropriate and designed in accordance with current standards;
- Ensuring that regular inspections of all equipment required for working at height are undertaken;
- Providing adequate information and training to ensure that only competent persons are engaged in working at height.

All Employees are responsible for ensuring that the intentions of this policy are effectively implemented on our projects with the Managers ensuring the necessary appropriate action is determined and acted upon.

It is the responsibility of each Employee to:

- To abide by the requirements of any risk assessments or systems of work designed to protect them;
- Utilise any work at height equipment in a safe and responsible manner;
- Report defects immediately.

Failure to comply with this policy may result in disciplinary action.

WORK EQUIPMENT

In the first instance, consideration will be given by BibbEgan to purchase tools and equipment that is low risk i.e. that the hazardous nature of equipment is considered together with cost e.g. the purchase of tools that produce less noise and vibration. The company will then ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, this log will be kept up to date. BibbEgan will provide work equipment that complies with the statutory provisions contained within the Provision and Use of Work Equipment Regulations 1998 and the work equipment will be fit for purpose and only used for the job it is designed to do.

Prior to using work equipment within the workplace, it shall be visually inspected to ensure that guards are fitted as required and that it is safe and suitable for the purpose for which it is to be used. BibbEgan will provide adequate supervision, information, training and instruction to ensure that there is compliance with any safety procedures or risk assessments.

Employees must report any faults, damage, defects or malfunctions in work equipment to their Supervisor without delay. Employees are never to use defective equipment or equipment that has guards missing. Defective equipment is to be taken out of use and identified as awaiting repair. Only use tools and equipment if you are competent and trained in its use and inspect the equipment thoroughly before you use it. Never use tools or work equipment to undertake a job that it is not intended to do and do not misuse them e.g. applying pressure or not changing blunt blades. All repairs that are required need to be undertaken by a competent person and Employees must not undertake makeshift repairs themselves.

The company has a duty to maintain its tools and work equipment to avoid risks to Health and Safety. Plant will be inspected by the user but when used regularly a weekly register will be kept of a formal inspection. This inspection may be undertaken when a piece of equipment is used if it is not used regularly and remains in the store unused between jobs.

To ensure safety in the use of tools and equipment BibbEgan will provide adequate supervision, information, training and instruction and safety procedures. Safe systems of work will be developed in the form of risk assessments that will identify risk and hazards and the controls required to eliminate the risk or reduce it to an acceptable level. Personal Protective Equipment will only be used as a last resort but when it is indicated, as required due to signage on the equipment or as a result of the risk assessment, it is mandatory that it is worn. In situations where PPE is required ensure that you give consideration to third parties in your work area at all times as they too may be affected by the hazards e.g. noise, dust, ejected materials etc.

WORKING IN OCCUPIED PREMISES

Where the Company is involved with work in occupied premises care will be taken for the Health and safety of the occupier whilst the work is in progress. BibbEgan will operate within the conditions of the Client's Contract and liaise with the occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

Additional works that may arise during the process may affect the project. These will be discussed with the Client and occupier. Company Employees will wear any security / ID card required by the Client.

The Employees will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or occupier.

During the work the Employees should not leave any materials or debris where it could be a trip hazard. All reasonable precautions will be taken to obviate the impact when carrying out dusty and noisy operations at all times they will be carried out with care and consideration.

The Employees will ensure that the property is left tidy and the waste materials are cleared regularly during the works, to reduce the risks of injury to the occupier and the general public. Barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes;
- The position and location of firefighting equipment;
- Emergency evacuation procedures;
- Special circumstances relating to the personnel working within or visiting the premises;
- Safety plans specific to the building or any part of the building;

- Maintaining fire compartmentalisation standards;
- Any special requirements in relation to the overall project works or any part of the work;
- Permit to work conditions.

YOUNG PERSONS

When the Company employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other Employees who may be affected by the work of the young persons. The company will inform the young person of the risk assessments, and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety at Work (Amendment) Regulations 2006.

The Company will provide the appropriate supervision to ensure that young persons undertake their tasks safely, are not exposed to any risk that may affect their Health, Safety or Welfare at any time.

MONITORING OF THE POLICY

Employees are encouraged to bring to the attention of the Health and Safety Director areas which, in their opinion, appear inadequate in this policy. All such comments will be passed to our health and safety advisors for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis. Provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

HEALTH AND SAFETY POLICY DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and documentation will be reviewed periodically and at least annually.

DATE	BRIEF DESCRIPTION	NEXT REVIEW
March 2012	Initial Policy Inserted Dermatitis	March 2013
September 2013	<p>Sections Added: Abrasive wheels, Company offices, Face fit testing, Hand arm vibration, Personal Protective Equipment.</p> <p>Section Amended: Enforcement, Accident investigation, Accident procedure, reporting and RIDDOR, Alcohol, drugs & smoking policy, Communications, Contractors, Co-operation and care, DSE, Electrical work equipment, Electricity at work, Environmental considerations, Fire safety, Health surveillance, Insurance, Ladders, stepladders and trestles, LOLER, Permits to work, Risk Assessments, Risk Management, System audits and monitoring of performance.</p>	September 2014
December 2014	<p>Sections amended: Accident procedure, reporting and RIDDOR, Contractors, Documentation, Environmental considerations, Fences and barriers, Hot works, Ladders and stepladders, Risk assessments and Method statements, Safety Consultants, Safety Inspections and audits, Scaffolds and mobile BibbEgans scaffolds, Use and storage of HFL's and LPG's, Work equipment.</p> <p>Section added: Monitoring of performance.</p>	December 2015
July 2015	<p>Sections amended: Organisation Chart, Changed responsibilities of Demolition Manager to Project Manager, CDM Contractor Duties, CDM Principal Contractor Duties, Communication, Complaints Procedure, Contractors, Data protection and Record Keeping, Display of Statutory Information, Monitoring of the policy, Welfare Facilities and Site Accommodation.</p> <p>Sections Added: Responsibilities of Directors, Responsibilities of Contract Manager, Responsibilities of Contractors, Excavations, Conveying of Information in own Language, Leptospirosis Weill's Disease, Podium Steps, Principles of Prevention, Security Arrangements and Welding & Cutting.</p>	July 2016

DATE	BRIEF DESCRIPTION	NEXT REVIEW
December 2017	<p>Sections Amended: The Responsibilities of the Health and Safety Consultant, Enforcement, Accident Procedure, Reporting and RIDDOR, Control of Substances Hazardous to Health, Emergency Procedures, Fire Safety, Housekeeping and Site Tidiness, Permits to Work and Scaffolds and Mobile BibbEgan Scaffolds.</p> <p>Sections Added: Corporate Manslaughter and Corporate Homicide.</p>	December 2018
January 2018	Company address amended.	December 2018
January 2019	<p>Sections Amended: Accident Procedure and RIDDOR, Data Protection and Record Keeping, Ladders and Stepladders, Stress at Work.</p> <p>Sections Added: Mobile Telephones</p>	January 2020
January 2020	<p>Sections Amended: Enforcement, Abrasive Wheels, Electrical Work Equipment, First Aid, Risk Assessments/Method Statements, Welding and Cutting.</p>	January 2021
February 2021	<p>Sections Amended: Change of H&S consultants to Prime Safety. Name change to incorporate BibbEgan Group of Companies and James Bibbey as Health & Safety Director, Responsibilities of Plant/Depot Manager and Estimators and Surveyors, Enforcement, Accident Procedure and RIDDOR, Complaints Procedure, Data Protection and Record Keeping Temporary Power Supply and Welding and Cutting.</p> <p>Sections Removed: Conveying Information in Own Language and Environmental Considerations.</p> <p>Sections Added: Mental Health and Migrant Workers.</p>	February 2022
January 2023	<p>Sections Amended: Name change to incorporate BibbEgan Demolition and Strip Out</p>	January 2024