



HEALTH & SAFETY POLICY & ARRANGEMENTS 2024

Information to help Building Bespoke Construction Ltd employees understand their legal duties on health and safety, plan and manage work safely and plan for emergencies

APPROVED BY DUNCAN BALDWIN
CONSTRUCTION DIRECTOR

Health & Safety Policy & Arrangements

CHANGE CONTROL		
Revision	Description	Date
1.0	Introduction of Health & Safety Policy & Arrangements – Initial Release	05/01/2024

Policy Statement

Building Bespoke Construction Ltd recognize our duties under Section 2 (3) of the Health & Safety at Work etc. Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

Through management at all levels Building Bespoke Construction Ltd has a responsibility, so far as is reasonably practicable, to ensure the health and safety of all its employees and sub-contracted labour whilst at work and in accepting this responsibility will ensure the following:

- Adequate control of the health & safety risks arising from our work activities
- Ensure that all hazards are identified, and regular assessments of risks are undertaken
- Consultation with employees on all matters affecting their health & safety at work
- Adequate information, instruction and supervision for all employees is provided
- We prevent accidents and cases of work-related ill health wherever possible
- Ensure safe handling and use of articles and substances
- Provide and maintain safe plant, equipment and vehicles
- Have access to competent advice and are able to secure compliance with our statutory duties
- Review and revise this policy where necessary and at periods not exceeding one year

In order that we can achieve our objectives, and ensure our employees recognize their duties under health & safety legislation whilst at work, we ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities.

We ensure our employees are informed of their obligations to ensure they co-operate with management and adhere with Building Bespoke Construction Ltd safety rules which are provided within the company safety handbook.

Compliance with Legislation

Responsible Person

Duncan Baldwin, Construction Director, is the appointed Director with special responsibility for Health and Safety. In this document he will also be referred to as the “Director for Safety”.

The Director for Safety has appointed a consultant as the “Competent Person” for Health and Safety to provide advice and support.

Sources of information

Building Bespoke Construction Ltd will be kept up to date with laws, regulations and standards applicable to its business through their appointed Competent Person and by maintaining links with external experts as necessary.

Communication

Building Bespoke Construction Ltd recognises that the consultation and participation of all employees, at all levels is an essential requirement for achieving a healthy and safe working environment. It is the responsibility of every employee to ensure that they understand and comply with all requests relating to Health and Safety.

Building Bespoke Construction Ltd will make available all necessary Health and Safety information, such as, names of “responsible” persons appointed to assist in the implementation of this policy, best practice and guidance information as applicable to the operations undertaken and any other information necessary to ensure all its employees are fully informed of current company Health and Safety working procedures and measures.

Competent Person

Building Bespoke Construction Ltd has retained the services of an external Health & Safety Consultant to act as the company’s Competent Person and to assist the Management Team in fulfilling their duties.

Ailsa Mellor - Cretney BA (Hons) M.Sc. Cert IOSH

Health & Safety Officer, Alcumus SafeWorkforce

Direct Dial: 02920 859 200 EXT 7542 – Business Support Tel: 01484 439930 (Opt 3)

Email: ailsa.mellor-cretney@alcumus.com | Web: <https://www.joinsafeworkforce.com/>

Organization (Health & Safety)

Responsibilities - Director for Safety

The Director for Safety responsibilities will include:

- Ensuring that the policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
- Adequate resources are made available to meet the requirements of the policy.
- Ensuring that the Company retains the services of a Competent Person for Health & Safety.
- The appropriate insurance cover is provided and maintained.
- Procedures are put in place to ensure that all equipment is supplied and maintained fit for purpose.
- All levels of management and employees understand their responsibilities for Health and Safety
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
- Ensuring this policy is effectively administered and monitored, and that necessary alterations are made to the policy to reflect changes in legislation or company development.
- All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
- All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
- Written instructions are provided through risk assessment and systems of work to establish safe working methods.
- Plant and work equipment is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
- Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner

Sub-Contractors

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Operatives

Responsibilities - Employees and Sub-Contracted Labour

Operatives will be responsible for ensuring that they:

- Take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
- Use the correct tools and equipment for the task.
- Correctly put to use the personal protective equipment provided.
- Only use tools which are in good condition.
- Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
- Do not misuse or abuse anything provided under a statutory requirement in the interests of Health and Safety.
- Co-operate with the company on all aspects of Health, Safety and Welfare.
- Report all accidents and incidents so that action can be taken to prevent a recurrence.
- Inform the appointed Safety Director of any medication being taken which might affect their ability or suitability to carry out any particular task

Responsibilities - Competent Person (Consultant)

In accordance with the Management of Health and Safety at Work Regulations, Building Bespoke Construction Ltd have engaged a Alisa Mellor-Cretney from Alcumus Safe Workforce as a consultant, to be their Competent Person to assist them with undertaking the measures necessary to comply with the requirements and prohibitions imposed by relevant statutory provisions.

The service offered by Alcumus Safe Workforce cannot alter responsibilities under statute or common law but is intended as an aid to help fulfil such duties.

- Providing advice and guidance to the Management Team on all aspects of Health, Safety and Welfare.
- Preparing a Health and Safety Manual to assist the organization manage Health and Safety and to recommend amendments when necessary to encompass changes in legislation.
- Providing advice and guidance in the event of a major injury accident or dangerous occurrence and undertaking an investigation if necessary.
- Informing and advising on changes in legislation that is relevant to Building Bespoke Construction Ltd activities.
- Providing advice and assistance to enable the client to undertake risk assessments.

Risk Assessment

Policy Statement

Building Bespoke Construction Ltd is committed to reducing the risk of accident or injury to its employees or other persons who might be affected by its operations. It recognises the process of risk assessment as a valuable management tool in the reduction of accidents and injuries at work. Building Bespoke Construction Ltd therefore intends to comply in all respects with legislation relating to risk assessment in the work environment

whether as generally required under the Management of Health & Safety at Work Regulations 1999 or as required under more specific legislation.

Policy Standards

To comply with this policy the following standards will be implemented by the Director for Safety:

- Identify all significant hazards to which their employees and others might be exposed.
- Assess the risks to which any persons can be exposed as a result of the significant hazards identified.
- Eliminate the risks where this is possible.
- Reduce and control the level of those risks which cannot be eliminated by the use of appropriate control measures.
- Record the significant findings of any risk assessment.
- Inform all employees (and others as necessary) of the risks and safe working procedures identified.
- Review and revise the assessments as necessary and in any case after a serious incident or accident has been reported.

Training

Policy Statement

Building Bespoke Construction Ltd is required to carry out training under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. So far as reasonably practical Building Bespoke Construction Ltd will provide information, instruction and training so as to ensure the Health and Safety at work for all employees, regardless of whether full-time, part-time, or sub-contracted labour.

Training is an important way of achieving competence and helps to convert information into safe working practices. It contributes to an effective Health and Safety culture and is needed at all levels.

Policy Standards

To comply with this policy the Director for Safety will, with the assistance of the Competent Person:

- Complete risk assessments which will help to determine the level of training needed for each type of work as part of the preventative and protective measures.
- Consider through this risk assessment process the need for, basic skills training, specific on-the-job training and training in general health and safety matters to ensure competence is achieved which allows for the discharge of employee duties.
- Identify further training as required for staff identified as having designated responsibilities (e.g., SMSTS) and establish a suitable and sufficient training programme to ensure regular review, using outside health and safety specialists, as appropriate.
- Ensure that there is a programme of refresher training to keep employees up to date with legislation and industry best practice.

Ensure consideration is given to training, on exposure to new and increased risks owing to, transfer or change of responsibilities, upon the introduction of new work equipment or a change to existing work equipment and upon the introduction of a new system of work or change to existing systems of work.

Accident/ Incident Reporting

Policy Statement

Building Bespoke Construction Ltd accepts that to help maintain a safe and healthy environment for employees and others, who use its premises and facilities, accidents and incidents, need to be reported and investigated. The responsibility for such investigation rests with the appointed Safety Director with appropriate support from the appointed Competent Person.

Building Bespoke Construction Ltd also accepts its obligation to report certain types of injury, disease and dangerous occurrence to the Health and Safety Executive. Building Bespoke Construction Ltd is committed to ensuring that all employees are made aware of the need to report such accidents to management.

Policy Standards

To comply with this policy the Director for Safety will, with the assistance of the Competent Person:

- Ensure that all current, new and temporary employees receive suitable information and instruction to make them aware of the need to report all incidents / accidents.
- Ensure that all incidents / accidents are investigated. The depth of the investigation will relate to the seriousness of the event.
- Make both written and verbal reports to the reporting authority (RIDDOR) on any such accidents/incidents as defined within the relevant regulations.
- Ensure that accurate records of all accidents/ incidents are maintained and recorded in the accident book by the relevant staff member (or individual).
- Ensure that information gained from any investigation will be used to help prevent recurrence and prompt the review of the appropriate risk assessment.

First Aid

Policy Statement

First Aid is the initial management of any injury or illness suffered at work. It is administered to minimise the consequences of injury and illness and to preserve life until professional medical assistance can be obtained.

Building Bespoke Construction Ltd will provide suitably trained personnel for rendering first aid to employees if they become ill or injured. Building Bespoke Construction Ltd will also provide adequate first aid equipment for such treatment. There will be first aid and emergency procedures in place to minimise any effect of ill health or injury; this covers the arrangements that need to be made to ensure serious illness or injury is treated in an appropriate manner.

Policy Standards

To comply with this policy the Director for Safety will, with the assistance of the Competent Person:

- A sufficient number of first aid personnel are appointed
- An adequate number of suitably stocked first aid kits are available.
- All first aid procedures carried out are recorded in an accident book.
- All contents of first aid kits are “in date” and appropriate to the risk assessment.
- First aiders undertake an initial course in First Aid and regular training, thereafter, as prescribed by the Health and Safety Executive.

Housekeeping

Policy Statement

Building Bespoke Construction Ltd is committed to providing a safe and healthy working environment at all times, but employees are required to cooperate by maintaining good housekeeping practices.

Tidiness is one of the foundation stones of safety and good environmental practice. Many accidents are caused through people tripping, slipping and falling over materials and equipment which should not have been left lying around. A great deal of environmental problems could be avoided if materials were disposed of properly instead of being allowed to escape into the surrounding area.

Policy Standards

Everyone can make a significant contribution to safety and the environment, merely by applying common sense e.g.

- Do not leave rubbish lying about - clean up as you go.
- Ensure all waste is disposed of in the correct skip / bin.
- Do not obstruct gangways, aisles or stairways with tools, equipment, cables or materials.
- Make sure that spilled liquids are cleaned up from floors immediately and the contaminated clean up material is disposed of in the correct skip / bin. If clean-up is delayed, post a notice to warn others.
- Keep outside areas regularly swept clear of rubbish - especially in windy conditions.
- When clearing up, make sure the refuse disposal point is in a safe position and all waste containers are clearly marked for their contents.
- Do not allow accumulations of waste materials.
- Ensure the waste disposal area is kept tidy and containers are removed in adequate time to prevent overspill.

Proper waste disposal is an integral part of good housekeeping. Not only does this improve tidiness but it also improves safety and reduces the likelihood of pollution and prosecution.

Electricity

Policy Statement

It is Building Bespoke Construction Ltd policy that mains electrical equipment and supplies are appropriate to the working environment and are subject to appropriate routine testing and inspection.

Policy Standards

To comply with this policy the Director for Safety will, with the assistance of the Competent Person:

- Ensure all (mains) fixed electrical installations and supplies are subject to formal testing and inspection by a competent person every five years with an appropriate certificate of conformity retained.
- Ensure that adequate procedures are in place to inspect and test all portable electrical equipment (PAT) used by its employees during the course of their work and that such formal testing and inspections are properly recorded.
- Ensure that only competent persons are used for inspections and testing of electrical systems and equipment.
- Provide relevant instruction, information and training to employees in the routine pre-use, visual inspection of all mains operated electrical equipment and the reporting of defect portable appliances.
- Ensure that emergency and first aid procedures take account of the actions to be taken in the event of electric shock or burns.

Manual Handling

Policy Statement

Building Bespoke Construction Ltd is committed to reducing the risk to employees who carry out moving and handling in the course of their work. In accordance with the Manual Handling Operations Regulations 1992, the need for manual handling will be avoided so far as reasonably practicable and employees will not be expected to undertake a manual handling task that may lead to injury or ill health.

Wherever reasonably practicable hazardous handling will be by mechanical means, where mechanical means cannot be employed, then alternative safe systems of work will be identified.

Policy Standards

To comply with this policy the following standards will be implemented by the Director for Safety:

- Hazardous handling and moving operations (including lifting, pushing, pilling, carrying etc.) are identified.
- The need for any hazardous moving and handling operations is avoided so far as is reasonably practicable.
- Risk of injury from all unavoidable hazardous moving and handling operations is assessed and action taken to reduce that risk is identified, recorded and communicated to all staff identified as being at risk of harm.
- All assessments are reviewed on a regular basis or in response to a change in working practices, and in any case following an incident / accident involving moving and handling.
- Employees who carry out moving and handling operations in the course of their work are trained in the correct moving and handling techniques.
- Any equipment provided for moving and handling is maintained in accordance with manufacturers' instructions.

Young Persons

Policy Statement

This procedure gives general guidance in relation to the Company's obligations in relation to the Health and Safety of young people at work. The Management of Health and Safety at Work Regulations require Building Bespoke Construction Ltd to protect young people from any risks to their Health and Safety which are associated with their lack of experience, lack of awareness of existing risks, or immaturity.

Building Bespoke Construction Ltd will not take young persons into their employment unless a risk assessment has been carried out in order to ensure that any risks to those young persons are identified and addressed.

Policy Standards

To comply with this policy the Director for Safety will carry out and document risk assessments specific to young persons and the work they will be doing before they start work.

The risk assessment must determine whether the work and/or premises represents any such risks to young persons and whether existing control measures provide adequate protection and if necessary, to introduce control measures to eliminate or limit the risks, so far as is reasonably practicable.

Use of Work Equipment

Policy Statement

Building Bespoke Construction Ltd is committed, in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998, to reducing the risk of accident or injury to its employees or other persons who may be affected by its operations, by the careful selection, installation use and maintenance of all work equipment, (i.e., mechanical handling equipment, access equipment, such as ladders, portable tools etc.)

Building Bespoke Construction Ltd therefore intends to comply, in all respects with legislation relating to the provision and use of work equipment in the work environment.

Definitions

‘Work equipment’ is defined as any operational machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)’.

This definition is very broad and covers a wide range of equipment, both manually and power operated, such as lifting equipment, hand tools, ladders, trolleys, etc.

Policy Standards

To comply with this policy the Director for Safety will:

- Ensure that any work equipment is appropriate for the task.
- Identify all significant hazards to which its employees and others may be exposed when using any work equipment, or mechanical lifting equipment.
- Assess the risk to which any persons can be exposed as a result of the hazards identified when using any work equipment or mechanical lifting equipment.
- Document and communicate the findings to all staff identified as being at risk of harm.
- Ensure that all work machinery and mechanical lifting equipment is routinely inspected as required by current legislation and manufacturers guidelines.
- Ensure that only authorised personnel, with the appropriate learning (licence, certificate or otherwise) operate or maintain any work machinery or mechanical lifting equipment (company vehicle, operational machinery etc.)
- Ensure that employees receive appropriate general information, instruction, training and supervision in the safe and correct use of all work equipment.
- Ensure that employees are aware of the requirement to use work equipment in accordance with any training and instruction given, regarding safe use

Maintenance

All identified relevant equipment or machinery will be subject to maintenance and inspection, as necessary, for its continued safe operation. Records of any maintenance and routine repairs will be kept for at least three years.

Working at Height

Policy Statement

Building Bespoke Construction Ltd is committed to reducing the risk of accident or injury to its employees from the risk of work at height and will do all that is reasonably practicable to prevent anyone falling. It therefore intends to comply, in all respects with current legislation and best practice guidance relating to the working at height and in particular the Work at Height Regulations 2005.

Policy Standards

To comply with this policy the Director for Safety will:

- Ensure that any work at height is evaluated and where appropriate, the work at height procedure and additional risk assessment is implemented.
- Ensure that where precautions implemented do not entirely eliminate the risk of a fall occurring, staff who will be working at height are trained on how to avoid falling and how to avoid or minimise the injury to themselves should they fall.
- That any work equipment selected to work from height is suitable and sufficient taking into account the place where the work is being done and the working conditions.
- That any access equipment is visually inspected, with staff trained in its safe use and are aware of the importance of reporting faulty or damaged equipment
- Ensure that no work is undertaken on fragile surfaces (e.g., fragile roofs)

Control of Substances Hazardous to Health - COSHH

Policy Statement

It is Building Bespoke Construction Ltd policy to ensure that the risks associated with the use of chemicals on-site is minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the use of hazardous chemicals wherever possible in accordance with the Control of Substances Hazardous to Health 2002.

If this can't be done, then we will take all reasonable steps to find less hazardous chemicals. In the event that hazardous chemicals will need to be used, control systems such as local exhaust ventilation will be introduced.

Personal protective equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. Employees are advised not to use any new or existing chemicals without prior assessment.

Policy Standards

To comply with this policy the Director for Safety will:

- Identify all hazardous substances present in the workplace.
- Assess who may be exposed and the level of such exposure.
- Control or reduce any exposure to those hazardous substances by elimination, substitution or by use of appropriate control measures.
- Provide suitable and effective personal protective and/or respiratory equipment where necessary, when all other elimination and substitution measures have been exhausted.
- Record and communicate the significant findings to all staff identified as being at risk of harm, provide information, instruction and training to all such employees and any other persons likely to be exposed.

Control of Contractors

Policy Statement

This procedure applies to all work that is undertaken by contractors engaged by Building Bespoke Construction Ltd. A contractor is any person or company who is not an employee and has been commissioned on a temporary basis to carry out a set task.

Policy Standards

The Director for Safety or his deputy will ensure that Contractor's employees are given adequate information about site hazards and the local arrangements for safety, welfare, accident and emergency procedures.

They will be reminded that the contractor is primarily responsible for ensuring that their work is undertaken in a safe manner.

The Director for Safety or his deputy will therefore ensure that:

Regular monitoring of contractors is carried out and recorded, whilst work is in progress, to check that operatives are following site safety rules and are being adequately supervised. Also checking that risk assessments, method statements and where applicable, permit to work procedures are being adhered to.

Where agreed methods are breached or work is liable to affect the health and safety of the contractor, employees, tenants or the public, the work MUST be stopped. All such incidents must be recorded. The contractor must then prove they can work safely. If this is not possible, the contractor will be removed from site.

On Completion of Works

The Director for Safety or his deputy will ensure that before the approved contractor's employees leave the site:

- The area where they worked is free from obvious hazards.
- All contractors' plant, materials and waste have been removed.
- All documentation e.g., Permits to Work have been cancelled.

Personal Protective Equipment

Policy Statement

Building Bespoke Construction Ltd intends to provide a safe and healthy working environment and practices at all times. Building Bespoke Construction Ltd is committed to reducing the risk to those employees and other persons whom, as a last resort, have to be provided with Personal Protective Equipment (PPE) to wear while at work on Building Bespoke Construction Ltd business.

For the purpose of this policy, personal protective equipment is defined as equipment including clothing such as wet weather coats, gloves, safety footwear or high visibility waistcoats etc. Protective equipment includes eye protection, dust masks or Hi-Viz vests etc.

Policy Standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Identify hazardous operations where there may be a need for personal protective equipment through the risk assessment process detailed above noting that personal protective equipment is only specified as a last resort and last line of defence.
- Identify suitable PPE for the task/process and the wearer.
- Review all use of PPE via the relevant risk assessments on a regular basis or in response to a change in working practice, and in any case following an incident / accident caused by the use of personal protective equipment.
- Ensure that any required PPE is provided to those employees identified as being at risk.
- Provide information, instruction and training on the use, maintenance, storage and defect reporting of any personal protective equipment issued.

Ladders & Stepladders

Policy Statement

It is Building Bespoke Construction Ltd policy to ensure that all ladders & stepladders used at work:

- Are fit for the purpose.
- Have been adequately maintained and visually inspected on a regular basis.
- Area safely used by employees.
- Are kept secure when they are not being used.

Policy Standards

To comply with this policy the following standards must be met.

The Director for Safety will ensure:

- Where ladders are found to be defective and cannot be safely repaired, then they must be safely disposed of. Defective ladders should be cut up to (or otherwise rendered unusable) prevent unauthorised use.
- All ladders must be safely stored when not in use.
- Access to ladders should be restricted to authorised persons only. This can be achieved by keeping ladders locked in a secure location or by securing ladders with a padlock and key,
- Aluminium ladders must not be used near electrical equipment. They must be stored away from wet lime or cement, which may cause corrosion.

Pre-Use Checks

The following points are to be checked prior to every use of the ladder: -

- Damaged or worn stiles
- Broken, missing, loose or worn rungs and treads
- Mud or grease on rungs
- Decayed timber, corrosion of fittings
- Insecure tie rods
- Warping, sagging or distortion
- Condition of ropes, pulleys, hinges and other fittings

If any of the above is apparent, then the ladder must be removed from service until it has been repaired.

Safe Use of Portable Ladders

The following safety precautions must be followed: -

- Always ensure the right ladder is used for the job. Ensure the ladder will be long enough.
- Check equipment before use for obvious signs of damage. All ladders must be in good sound condition.
- Safely carry the equipment to the location, paying particular attention to the size of the ladder and any obstructions on the way. Where necessary, two people should carry long ladders.
- Check location for level and condition of the floor / ground. Ensure the floor / ground is firm, level and free from anything that may cause the ladder to slip or move.
- Check for any overhead obstructions.
- Where vehicles and people may inadvertently collide with the ladder, suitable barriers should be erected around the site.

- Where at all possible, the ladder should be lashed to a secure point at or near the top. Racking, steelwork and pipework may provide good points to lash the ladder. Ladders must not rest against fragile materials.
- Where the ladder cannot be lashed, another person should foot the ladder.
- The ladder should be placed at an angle of not less than 75° i.e., a ratio of 4ft vertical to 1ft horizontal.
- Ladders should not be used as permanent platforms.
- Ensure that both hands are free for climbing the ladder. Where necessary, take tools up on a tool belt or tool bucket.
- Where a ladder is being used to gain access, the ladder must extend beyond the landing areas by at least 1.05m.
- Ladders should never be used by anyone who is unwell, lightheaded or is afraid of heights.

Safe Use of Step Ladders

The following safety precautions must be followed: -

- Ensure that the stepladder will be long enough.
- Check equipment before use for obvious signs of damage. All stepladders must be in good sound condition.
- Where prolonged access is required then an alternative form of access should be used.
- Safely carry the equipment to the location, paying particular attention to the size of the stepladders and any obstructions on the way. Where necessary, two people should carry long stepladders.
- Check for any overhead obstructions.
- Check location for level and condition of the floor / ground. Ensure the floor / ground is firm, level and free from anything that may cause the ladder to slip or move.
- Where vehicles and people may inadvertently collide with the stepladder, suitable barriers should be erected around the site.
- The stepladder must be fully extended.
- Never over-reach.
- Ensure that both hands are free for climbing the stepladder. Where necessary, take tools up on a tool belt or tool bucket.
- After use, ensure the stepladders are returned to their proper storage location.
- Stepladders must never be used by someone who is feeling unwell, lightheaded or is afraid of heights.

Asbestos Management

Policy Statement

In accordance with the Control of Asbestos Regulations 2012 it is Building Bespoke Construction Ltd policy to ensure the effective control and management of risk relating to Asbestos Containing Materials (ACM) in all places where its staff is employed.

Building Bespoke Construction Ltd will ensure that, as far as is reasonably practicable, all person(s) will be protected from exposure to asbestos fibres.

Policy Standards

To comply with this policy the Director with responsibility for Health and Safety will:

- Use specialist advice as necessary, to determine the risk from any potential ACM, along with necessary controls to prevent exposure to employees, which may include removal, encapsulation or even labelling.
- Ensure suitable information/training is given to all relevant person(s) likely to be affected.
- Ensure that only specialist contractors are employed to undertake any work with ACM (repair or removal).
- Staff are fully conversant with this policy. In addition, they must be aware that if they discover any suspect or damaged material during the course of their work, they must report it immediately.

If they accidentally damage or disturb ACM during their work, they must evacuate the area and report it immediately

Site Safety Arrangements

Policy Statement

This procedure details the arrangements for ensuring site safety, where such arrangements are not covered in sufficient detail elsewhere in the Building Bespoke Construction Ltd Health & Safety Manual. This procedure applies to work carried out by Building Bespoke Construction Ltd.

Policy Standards

To comply with this policy the following standards must be met
The Director with Special Responsibility for Health and Safety will ensure:

Familiarisation / Induction

Operatives and sub-contractors working for Building Bespoke Construction Ltd receive a site familiarisation and safety induction ensuring that the arrangements for safety are covered, including:

- Fire / Emergency precautions
- Assembly Point/s
- First Aid arrangements
- Accident Reporting
- Fault / Unsafe practice reporting

Cooperation

Building Bespoke Construction Ltd operatives and sub-contractors cooperate with the Main Contractor and other contractors whilst on site.

This will be achieved by:

- Holding initial site meeting prior to work commencing
- Attending regular site safety meetings as arranged
- Cooperating with any emergency or practice drills
- Complying with any Permit to Work system as required

- Adhering to all site safety rules
- Not smoking other than in authorised smoking areas
- Consulting with other contractors before undertaking any hazardous activities e.g., Hot work

Hot Works

Policy Statement

This policy aims to take into account the risks related to Hot Works and includes a specific safe system of work that Building Bespoke Construction Ltd have stipulated must be adhered to whenever Hot Works are carried out onsite.

The following undernoted precautions must be met in full on every occasion when Brazing is carried out onsite.

- The immediate area in which the Hot Works are to be carried out must be segregated from non-authorized personnel to the greatest practicable extent.
- Where reasonably practicable, the area in which the work is to be carried out must be adequately cleaned and any combustible materials removed to a distance of no less than 3 metres from the work.
- No Hot Works are to be carried out unless specifically authorised by the building occupier who must be asked to approve the safety arrangements being taken and acknowledge his agreement by signing a Notification of Hot Works Permit.
- A suitable fire extinguisher (Chemical Dry Powder or CO2) must be kept within a distance of no less than 3 metres from the scene of operation.
- After the termination of each period of work and prior to leaving the site a thorough examination will be made in the area in which the work has been undertaken at regular intervals for one hour.
- Blow lamps or blow torches shall be lighted for as short a time as possible before use, extinguished immediately after use and while lighted shall not be left unattended at any time.
- The wearing of PPE including eye protection and gloves will be a compulsory requirement for engineers at all times whilst brazing.
- Adequate training must have been provided to staff who carry out Hot Works to ensure they can work in a safe manner and comply with the requirements of this policy.

COVID-19

Social Distancing

All Building Bespoke Construction Ltd activities will follow the relevant specific government guidelines on social distancing. This includes, but may not be limited to:

1. Maintaining social distancing levels as advised by government legislation.
2. Avoiding contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough.
3. Avoiding non-essential use of public transport where possible.
4. Where possible avoiding gatherings of more than two people; and
5. Prevention of employees travelling together in the same vehicle unless social distancing can be maintained.

The health and safety requirements of all construction activities must not be compromised. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

If someone falls ill

If a worker develops a high temperature or a persistent cough while onsite, they will be required to:

- Notify their Supervisor
- Notify their contact onsite
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

Self-isolation

Anyone who meets one of the following criteria must not attend site:

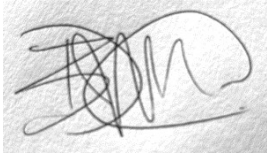
- Has a high temperature or a new persistent cough – please follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or pregnant)?
- Is living with someone in self-isolation
- Is within 14 days of the day when the first member of their household showed symptoms of Coronavirus
- Anyone who is living with someone who is shielding from Coronavirus should stringently follow guidance on social distancing and minimise contact outside the home.

Avoid close working

Where possible everyone is to follow social distancing and stay 2-metres apart from other people. Where it is not possible to follow the social distancing guidelines in full, in relation to a particular activity, consideration should be given to whether that activity needs to continue and, if so, take all the mitigating actions possible to reduce the risk of transmission. Work should be planned to minimise contact between workers and avoid face-to-face contact. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.

Risk assessments

All sub-contractors will be required to include in their risk assessments and method statements these procedures and their own company policies and procedures. During the completion of all activities onsite, social distancing measures where possible should be adhered to at all times. This includes physical construction activities and works, site meetings and the use of welfare facilities etc. There will be situations where it is not possible or safe for workers to distance themselves from each other by 2-metres, this must be fully demonstrated through risk assessment.



Signature:

Print Name: Duncan Baldwin

Position: Construction Director

Date: 21/02/24

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