

H&S Policy

Health and Safety Policy

**Safe People
Happy People
Sustainable Business**



HEALTH & SAFETY

Policy and Arrangements

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Company Registration No 2837204

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Policy agreed by: Steve Spencer

Signed:

A handwritten signature in black ink, appearing to read "Steve Spencer", is written over a white background.

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Important Information

It is the duty of all employees while at work- to take reasonable care for the health & safety of themselves and others who may be affected by their acts or omissions at work and:
As regards any duty or requirement imposed on their employer or any other statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with. (Section 7, Health & Safety at Work Act 1974)

Health and Safety Policy

Statement of Intent

Bridges is fully committed to Health and Safety and sees compliance with legislation as a minimum standard. The Company will endeavour to achieve best practice at all times with regard to Health & Safety.

This statement recognises the obligations of Bridges under The Health and Safety at Work Act 1974. Bridges (The Company) in the conduct of its activities will ensure that it:

Protects the health, safety and welfare of its employees, contractors, visitors and all other who may be affected by its activities.

Limits adverse effects on and adjacent to the area in which those activities are carried out.

Meets its responsibilities as an employer to do all that is reasonably practicable to prevent incidents, injuries and damage to health.

The Bridges will also, so far as is reasonably practicable:

Encourage a positive safety culture based on continual improvement and employee involvement.

Provide and maintain safe working environments that are without risks to health, safety and welfare.

Set standards that comply with the relevant statutory requirements relating to health, safety, welfare & the Environment with regard to effects on employees, contractors, visitors and the public.

Safeguard employees, contractors, learners and others from foreseeable hazards connected with work activities, processes and working systems.

Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided or safe methods of work will be developed and implemented.

Train all persons under their direction to be aware of their responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of incidents and co-operate with measures taken to prevent industrial diseases.

Promote good health amongst employees and contractors and be concerned with the prevention of occupational and non-occupational disorders and diseases.

Co-operate with appropriate authorities and technical organisations to ensure policies are updated and standards reviewed to reflect best practice.

Undertake inspection, audit and review activities to ensure the Companies objectives for health, safety and welfare are being met.

During each review of this policy Objectives & Targets will be set which when achieved will improve the safety performance of the Company.

The Objectives & Targets for this period are:

- Clear visible leadership and commitment to Health, Safety & wellbeing by the Board & Senior Management Team (SMT)
- Ownership of Health & Safety by everyone across the whole business
- Provision of specific safety & health initiatives
- The management and accessibility of clear safety information and documentation

Health and Safety Policy

This policy should be read in conjunction with *The Bridges Health & Safety Policy Arrangements*, *Bridges Electrical & Mechanical Systems Safe Working Procedures* and all approved Industry Codes of Practice. It should also be noted that where methods of working are part of changes in new legislation, that new legislation takes precedence and methods of working will change to formulate new legal practices.

Responsibilities

Managing Director

The Managing Director of Bridges is responsible for Health, Safety and Welfare for all employees and those effected by the Companies activities.

The Managing Director shall be responsible for ensuring this policy is complied with and meets legal compliance, however implementation, review & amendment is the responsibility of the SHEW Director.

The Managing Director shall ensure that adequate financial resources are provided in order that the requirements of the policy are fully and adequately implemented.

All staff are responsible for ensuring they have read and understood this policy.

SHEW Director

The SHEW Director shall be responsible for the planning, managing and monitoring of health, safety and welfare of all employees and those affected by the companies' activities.

Carrying out designated duties under CDM 2015

The SHEW Director will monitor the SHEW performance of the company and ensure that adequate resources are provided for discharging of the companies duties under law.

The SHEW Director is responsible for advising the board and senior management team on SHEW matters as well as ensuring the maintenance and development of the management system and corporate policy statements.

SHEW Managers

The SHEW Managers are responsible for striving toward continuous improvement in regards safety, health, the environment and quality.

Providing line management with professional advice to help them meet their responsibilities.

Identifying unsafe plant and working practices, systems and procedures and make recommendations for remedying any defects found.

Investigating the circumstances of incidents, making recommendations on the prevention of further incidents and reporting to line management and the SHEW Director.

Assisting management in the preparation and implementation of written procedures.

Assisting in the identification of training needs and making recommendations to management and the SHEW Director.

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Directors/Regional Managers/Departmental Managers/Project Managers

Each regional/departmental manager will be responsible for all matters of SHEW within the scope of their operations and levels of responsibility.

Each location manager will be responsible for all SHEW matters for their location.

Carrying out designated duties under CDM 2015.

Site Supervisors

Supervising site staff shall ensure all health, safety, environmental and quality procedures are adhered to and that risks are controlled.

Ensure risk assessments and method statements are adequate for the control of risk, provided for, and read and signed by all employees on site.

All PPE is worn and equipment used is fit for purpose.

Ensure all staff if required undertakes a client or in house induction prior to carrying out any work.

Daily site briefings with their teams to discuss the day's work and any safety risk related to the tasks being carried out.

They shall implement emergency procedures if required

Ensure all incidents are reported and assist with incident investigation.

Ensure that employees welfare is catered for.

Carrying out designated duties under CDM 2015.

Staff

Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do.

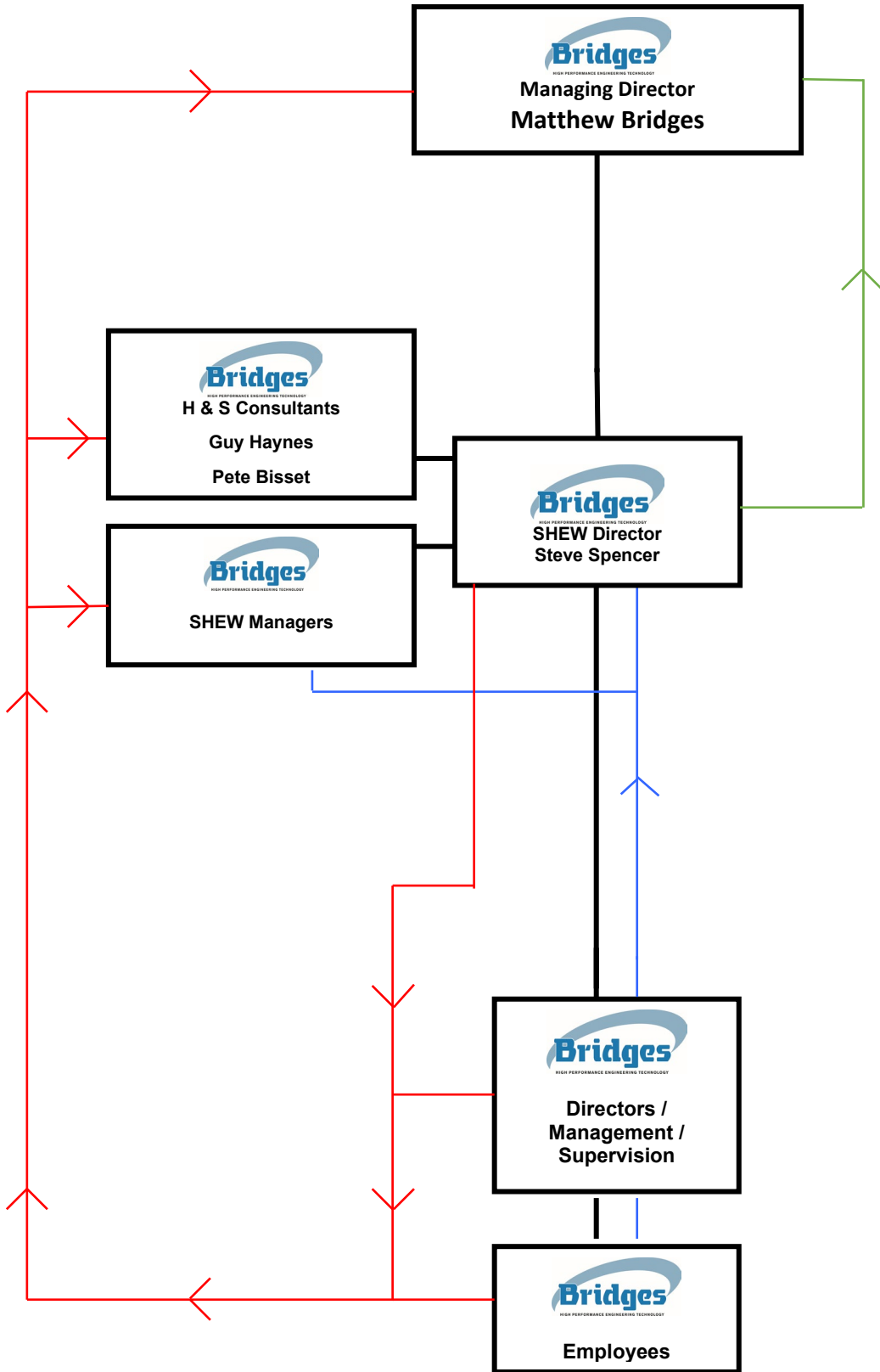
Co-operate with the employer on health and safety matters.

Not misuse any equipment that is provided for safety purposes (e.g. fire extinguishers or safety goggles).

Follow instructions from the employer on health and safety matters and attend relevant health and safety training.

Report hazards and defects observed in the workplace.

COMMUNICATION STRUCTURE FLOWCHART



Health and Safety Policy

HEALTH AND SAFETY PRINCIPLES

Bridges will so far as is reasonably practicable, act in accordance with the *Health & Safety at Work Act 1974* and regulations and approved codes of practice, including any amendments.

And shall so far as is reasonably practicable:

- a) Maintain plant, equipment and safe systems of work, without risk to health or safety.
 - b) Eliminate or reduce the risk to health in connection with the use, handling, storage and transportation of goods/loads. (For the purpose of this section, a load is defined as a discrete movable object)
 - c) Maintain a safe working environment, with adequate facilities for the arrangements for health at work.
 - d) For ensuring the implementation of this safety policy, its continual updating and staff being given access at all times to this policy.
 - e) All employees and agents associated contractually with The Bridges are responsible for reporting any incidents, breakdowns of equipment or “Near Misses” to the SHEW Department as soon as possible. The risk will be removed or remedied as soon as possible.
 - f) Make arrangement for employee consultation on Health & Safety matters, including the provision of a Health & Safety task force.
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GENERAL

Welfare Facilities

At Bridges locations adequate and sufficient welfare facilities will be provided. Wherever possible arrangements will be made with the client and / or Principal Contractor (PC) for ensuring the use of welfare facilities at sites under their control. Adequate and sufficient welfare facilities will be provided on all Bridges controlled sites. The following will be provided as a minimum. Toilets and washing facilities (including a supply of hot and cold or warm water that shall be running so far as if reasonably practicable), a means of cleaning (for example soap) and a means of drying, a supply of wholesome drinking water, an area for rest and the consumption of food, a means of heating water and food, a drying area and storage facilities for clothing and personal protective equipment (PPE). Welfare provision on transient work places will be sufficient to comply with the HSE guidance document CIS59

Training

Training shall be given to all employees & students regarding their duties and responsibilities and they shall only operate equipment they are trained and competent to use or are under supervised instruction with. No person other than a trained employee of Bridges may use any equipment be it on loan or owned by this business. All site based staff will complete a 2 day safety passport training course as a minimum requirement. All training will be maintained and renewed inline with Bridges standard training matrix.

Equipment

Equipment may only be used for the purpose it was specifically designed for. Any breakdowns should be reported and logged as soon as possible. Defective equipment must be reported to the stores and should not be used until it has been suitably repaired or replaced.

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Safety & Protective Equipment (PPE).

All safety equipment will be supplied and must be used at all appropriate times. Equipment should be regularly checked by the wearer and changed as and when required. Training in the correct use of the equipment and its maintenance will be provided as will appropriate provisions for storage. Employees must not interfere with any safety equipment provided, use it in the nature it was intended and report any defects. **Bridges operates a mandatory hard hat, safety glasses, safety boot, gloves & Hi-Vis clothing policy on ALL sites at all times.**

Health & Safety Conflicts

Where staff are concerned about their own or their colleagues safety and/or the demands of their job/task, these concerns should be raised immediately with their immediate supervisor / manager or the SHEW Team.

Control of Substances Hazardous to Health (COSHH)

Bridges shall undertake and regularly review a risk assessment of all substances that may be hazardous to health. It shall upon request furnish any details of substances used by the business. It shall keep staff updated of all substances used by the business and a written risk assessment will be kept in the head office addressed on this policy. In addition to this, copies will be available at all locations where the substances are used.

Risk Assessments.

Where there is a recognised risk to health the hazard shall be reviewed and specific Risk Assessments developed identifying control measures to cover the control of the hazards, these could include but are not limited to lifting, display equipment, noise, chemical or electrical hazards. All site working will be specifically risk assessed prior to work commencing. The principal approach to all of Bridges works will be to eliminate hazards where possible and only when this is not possible then control measures will be put in place to reduce the level of risk to an acceptable level.

Method Statements

Method Statements will be prepared in writing for all activities where there is a particularly high risk. These method statements must provide site specific information on the activities to be undertaken including the site set up, the chain of responsibility and will detail a clear sequence of work which is to be followed in order to undertake the activity in a safe manner. All those directly involved in the work will read and sign to confirm understanding and agreement to follow the risk assessments and method statements. If during the works the method statement or risk assessment cannot be followed without putting themselves at risk then works should be stopped and the person who produced the risk assessment and method statement should be contacted.

Design

Bridges, when preparing the design will avoid risks to those carrying out construction work, liable to be affected by the construction work, maintaining permanent fixtures and fittings of the structure, using the structure as a workplace

When preparing the design, Bridges will eliminate hazards wherever possible that may give rise to risks, and reduce risks from any remaining hazards

Bridges will perform these duties so far as is reasonably practicable, taking account of other relevant design considerations

Bridges will take account of the Workplace (Health, Safety and Welfare) Regulations 1992

Health and Safety Policy

Bridges will provide relevant information with the design about aspects of the design of the structure or its construction or maintenance, as will adequately assist clients, other designers and contractors to comply with their duties under the Regulations

Lone Working

In all normal day-to-day working, lone working will be discouraged. It will on occasion be **necessary** for employees to work alone e.g. in Breakdown / Call Out situations or on small works where it is not feasible or practical for more than one employee to attend.

Authorisation must be obtained from the appropriate Project Manager/Supervisor, prior to lone working.

All lone working should be carried out in accordance with the Bridges procedure and guidance notes BHS HSI 36 & BHS HSI 36B and should be fully risk assessed prior to being carried out.

All employees who are lone working should stop if they feel at risk or if the risk/s escalate, they should remove themselves from the situation and contact their manager, or the health and safety department.

Young and/or Inexperienced Employees & Learners

Bridges employees or trainees both young and inexperienced persons. Young people and/or inexperienced people, especially those new to the workplace or in training, will encounter unfamiliar risks from the jobs they will be doing and from the working environment. Key risks[1] for young and/or inexperienced people when starting work may arise because of their lack of experience or maturity and not having the confidence to ask for or knowing where they can get help.

Bridges will supply young and inexperienced people with training and instruction on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety.

Tasks and/or equipment given to young and/or inexperienced persons will be risk assessed and control measures put in place to avoid risk to health and safety of them and others affected by their actions.

All young and/or inexperienced persons will be closely supervised by a competent person at all times.

Areas of Activity

Bridges employees will be working on either the company's premises or those owned or controlled by their customers or clients.

Health & Safety Legislative Consultation.

Bridges has appointed a Health and Safety Director & Managers and also employs the services of a Safety Consultancy to keep the business updated in current and new legislation and to strive for best practice regarding Health and Safety.

Staff Health & Safety Consultations & Safety Committee

A Health and Safety Task force (Safety Reps Committee) has been appointed from various departments within the company and they meet on a three monthly basis to discuss and action Health and Safety Topics. A monthly SHEW Briefing / Tool Box Talk system is used as a forum for disseminating Health and Safety information to all staff; all communications regarding Health and Safety must have a two way flow via the management structure. Bridges operate an open door policy where every person within the company is encouraged to speak to senior management if they have any issues with regard to their own or other people's health and safety.

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Access and Egress

All access points are to be kept clear at all times, passageways are to be kept clear and fire doors should not be jammed or wedged in the open position. Safe access to all work areas will be provided.

Electrical & Mechanical Safety

No person shall be permitted to work upon any live electrical appliance or supply system. Only qualified persons are permitted to work on Electrical equipment or systems. These persons will have completed the Mechanical and Electrical Safety rules training and have been assessed to ensure their competency.

All persons involved in electrical and mechanical working shall read, understand, and sign to confirm acceptance to follow the procedures as laid out in the Electrical and Mechanical Safety Rules.

The only live working that will be permitted will be that as detailed in the Electrical and Mechanical Safety Rules

Safety checks must be made before the disconnection of a main electrical supply to ensure that time locks, elevators, fire alarms or security alarm systems are made secure, with no persons becoming 'trapped'. The project manager /director shall be responsible for this.

Please refer to Bridges Electrical and Mechanical Safety Rules.

Gases

All gases stored under pressure such as Oxygen, Acetylene, Propane or Argon / CO2 mixes shall be stored in a well ventilated secure area outside of the working area. The store shall be clearly labelled with the contents of the gas stored. When transported these cylinders must be properly secured standing upright. A Hazard compressed air or gas sticker should be on the vehicle in a prominent position, additionally the applicable COSHH assessment or TREM card must be carried on the vehicle (These apply to any quantities of a gas that is above the threshold).

Alcohol and Drugs Policy Including Prescribed Drugs

The company will not tolerate employees reporting for work under the influence of alcohol or drugs. Any employee who is suspected of reporting to work under the influence of alcohol or drugs or believed to have taken alcohol or drugs during working hours will immediately be removed from the working environment, in accordance with the companies policy on this subject, and dealt with in line with the company's disciplinary procedure. All employees who are prescribed or who are taking any medication must inform their immediate supervisor immediately of the effects the medication may have on their ability to work safely. The supervisor must then implement appropriate measures to ensure the safety of the employee and those whom he is working with. **The company reserves the right to carry out random drugs & alcohol checks on ALL employees.**

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Confined Spaces Information and Procedures.

For information purposes a confined space is defined as any limited means of access and egress, restricted natural ventilation, and is not intended for continual occupancy of a person, e.g. storage tanks, holds of ships, pits, trenches ducts, below ground sewers, tunnels, boilers etc.

The hazards associated with a confined space fall into two categories:

1. Hazards associated with conditions, which 'exist' in confined spaces before work takes place, e.g. lack of oxygen, toxic chemicals, explosive gases etc.
 2. Hazards which can be 'introduced' into confined spaces by the work to be carried out, e.g. fumes from welding operations, unsuitable electrical equipment etc
- The main hazards associated with confined spaces are: Asphyxiation due to oxygen depletion
 - Poisoning by toxic substances or fumes
 - Explosions due to gases, fumes, dust. (*See Welding policy*)
 - Fire due to flammable liquids, oxygen enrichment etc. (***Never fill a space with oxygen from tanks***)
 - Electrocutation from unsuitable equipment.
 - Difficulties of rescuing injured personnel
 - Drowning (*See Emergency procedures - Weather*)
 - Fumes from a plant or other processes entering confined space
 - Mechanical hazards from machinery in confined spaces e.g. stirrers, cutting blades.
 - Diseases from animal waste infected materials or micro organisms e.g. fungal infection, tetanus, Weil's disease (From Rats urine) pigeon droppings. (*Staff must have immunisation vaccines and Tetanus Jabs*)

All confined space entries will be risk assessed by a competent person and carried out by trained and competent persons. All entries will be assessed in relation to the Water UK guidance note on the classification of confined space entries.

Incident Reporting: Report of an Injury or Dangerous Occurrence

All incidents should be recorded in the Accident Book (where applicable) and if necessary in the site accident book for transient workers. In addition to this all incidents must be recorded on form BHSF 112, All near misses must also be reported through the Evolve process.

Any notifiable incidents will be reported to the HSE under RIDDOR by the SHEW Director.

The SHEW Director must be informed as soon as possible of incidents, near misses and Dangerous Occurrences by following the Bridges 112 Process

Manual Handling.

All employees of Bridges shall assess every individual load as to the risk and safety to themselves and others by their action. A suitable means of avoiding manual handling will be used when possible. If in doubt get assistance of another person/s or mechanical assistance. The environment, the load and the distance of travel, in addition to your own and any assistant's capabilities, should always be considered with every lifting operation.

Employees Responsibilities

All Employees are responsible for ensuring their workplace/premises are as safe as possible by fulfilling their obligations under the Health & Safety at work act 1974.

Employees must:

- a) Safeguard themselves from potential hazards, human and environmental, to prevent injury to themselves, their fellow workers and others that may be affected by their acts or omissions. The consequences after leaving their workplace unsafe should be considered by all employees if their act results in an injury.

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- b) Must be familiar with and observe the Bridges Health and Safety policy at all times.
- c) Co-operate with the Company at all times to enable the Company to discharge its Health & Safety responsibilities
- d) Use the appropriate Safety Equipment provided at all times and ensure it is maintained in a serviceable condition and any defects are reported to their line manager
- e) Inform the Management if they have any medical or physical disabilities or if they become pregnant.
- f) Comply with the reporting of incidents or any hazards or untoward occurrences.
- g) Ensure their whereabouts is known at all times by a colleague or the relevant managers.
If on a transient site inform the managers office if they are sick or unable to report to their allocated job. (This is to ensure the safety and security of staff at all times)

Visitors.

All visitors must report to the Reception area or other designated signing in area at all Bridges offices where they will be required to sign in. When visiting Bridges controlled sites visitors are required to sign in at the site office or designated reporting centre. Visitors cars must be reverse parked in the designated parking area. Appropriate Personal Protective Equipment as required in the applicable area must be worn at all times.

All visitors to Bridges premises will be escorted at all times by a designated member of Bridges staff. All Contractors working on any Bridges sites or Bridges controlled sites must be made aware of the Company's Health and Safety Policy. They must also be informed of any risks or hazards that may be present.

All visitors should be given an induction into the site covering such items as welfare, first aid, emergency arrangements and the relevant hazards present on the site.

Sub Contractors

Prior to the engagement of all Sub Contractors consideration to their ability to comply with Health and Safety Legislation must be made. This will be ensured by issuing all Sub Contractors with a Health and Safety Questionnaire BHSF043 - upon completion and return of this form a decision as to their ability to comply will be made, this will be influential on whether or not their services are engaged. Additionally the compliance of Sub Contractors will be audited during site inspections.

Health & Safety Reviews

Bridges shall undertake periodical reviews of this Health and Safety document and update or amend such parts as applicable in line with changing legislation and best working practice.

Asbestos

Prior to the pricing of any project the owners or occupiers of premises must be asked whether or not asbestos is present and the buildings The Asbestos register should also be inspected.

Prior to work commencing the premises must be inspected for asbestos.

If any suspected fibrous substance is found prior to or during any work activity, work must cease and not recommence until remedial action has been undertaken. Specific information is contained in the Company Health and Safety Instructions BHSI 20 ACTION TO BE TAKEN WHEN ASBESTOS IS DISCOVERED OR SUSPECTED, BHSI 20a MANAGEMENT OF ASBESTOS.

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Emergency Rescues

The nature of The Companies operations has an inherent risk to those employees who work at heights or on or near Electrical and or Mechanical equipment. Safety is paramount and Safety Procedures and Safe Systems of Work are a regular everyday under taking to the Company and its staff. If an Emergency arises at any of the Bridges locations or any location on which Bridges employees are working, the staff must, before implementing any rescue procedures ensure that their own personal safety is not jeopardised before continuing with the rescue procedure.

The safety department will control any major incident that occurs on Bridges premises or premises controlled by them.

WORK EQUIPMENT

Bridges realises the importance of providing equipment that is safe to work with at all times. The training of staff on using equipment properly and maintaining proper safety checks to ensure its safe use is of paramount importance to the Company.

Suitability & Use

The business shall ensure that all equipment is suitable for the work it is intended for. In its selection the following three main considerations shall be used:

1. The equipments initial integrity. Its design.
2. The place where it will be used.
3. The purpose for which it will be used.

All equipment shall be maintained in good repair, and in safe working order. To reduce costs and monitor performance. A record of breakdowns and repairs should be kept.

Use of Equipment

The Company believes that by fulfilling the above suitability and use policy, and by keeping the area clear of persons not involved in its operations whilst the equipment is in use, good health and safety management will be maintained.

Training

No Employee shall be permitted to use equipment unless they are competent and trained to use the equipment in a safe manner.

Siteing and Operation of Machinery and Plant

1. The Company shall prevent access to all dangerous parts of machinery by the use of guards or any other means of protection required including equipment activated or controlled by remote means.
2. All equipment will be isolated as per the company's isolation and locking out procedure prior to entry or work commences.
3. The suitability of all machinery will be assessed and the equipment will be installed, operated and maintained in accordance with the manufacturer's recommendations. All machinery shall be '*Shut Down and isolated*' where there is a potential of fire, overheating or a variation in temperatures that fall outside the safe working instructions for the equipment, or in the opinion of the operator there is an imminent risk to health or safety by other processes.
4. No item of plant shall be operated unless the operator has been specifically trained, authorised & instructed to use it. Plant not hired or provided by Bridges shall not be operated without written authority from the owner (i.e customers plant)

Working at Height

Working at height is one of the largest contributors to injuries and deaths in the construction industry. Bridges must follow the hierarchy of control when working at height. All works that involve

Health and Safety Policy

working at height must be planned & supervised by competent & trained individuals. The activity must be planned to ensure that the correct equipment is selected for the job. Equipment must be assembled by trained & competent persons. If during any inspection working at height equipment is found to be defect, it must be taken out of use immediately.

Ladders & Steps

(If the ladder is not fixed a second person must hold the ladder until it is!)

Ladders and steps should only be used where a risk assessment shows there is no suitable alternative, in most situations there are safer alternatives. Ladders should only be used for light work over a short period and as a means of access. They must always be secured at the top and prevented from slipping at the base. The ladder should rise at least a metre above any landing point they are an access to.

Always make sure the ladder is at the correct angle and the top lays on a firm surface.

Ladders must have a good handhold and checks made to ensure that the stiles are not damaged, buckled or warped, no rungs are cracked or missing and no 'home repairs' have been made to them; never use a painted ladder; check that the safety feet are not missing. If a ladder is found to be defective then it will be destroyed to prevent re-use.

Steps will only be used for short term duration work and where it is not reasonably practicable to use an alternative means of access.

Machinery Controls

Machinery Controls must be accessible at all times.

The Company insists that the 'Stop Button' has a high visibility mark and that all its employees know its location.

Lifting equipment and lifting accessories

All lifting equipment shall have an identity number and the safe working load of each piece of equipment. All lifting equipment will be thoroughly examined by a competent person as identified by the testing regime. At a minimum all equipment that is used for lifting persons and all lifting accessories will be subject to a thorough examination on a 6 monthly basis. Other lifting equipment will be thoroughly examined on at least a 12 monthly basis. More regular formal examination may be identified by risk assessment. Lifting Equipment shall be checked before use for wear and tear and removed from use if worn or unlabelled. Defective lifting equipment will be locked away or destroyed to prevent use.

Fuels and Storage

All fuel containers shall be clearly marked and appropriate for the task they have been designed for.

Fuel shall be stored in a suitable and secure area and properly secured during transit. The storage or containers of fuel should be clearly signed displaying Flammable Warning and No Smoking or Naked Flames Warning Signs.

Work Equipment

1. Work Equipment shall include for this Policy the 1998 Provision & Use of Work Equipment (Amended) with the best practices so far as reasonable practicable.

a) All work equipment shall be marked for identification purposes and a record of maintenance breakdowns and safety checks kept.

b) Cranes, lifting appliances and accessories shall be inspected annually for Cranes and six monthly for accessories. (e.g. Strops, Single and Multi leg Chains Spreader Bars, Etc.)

c) Only persons trained and competent in the use of any work equipment may use such equipment. Plant not hired or provided by Bridges shall not be operated without written authority from the owner (i.e. customers plant)

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- d) Employees may undertake no operations with Cranes, Hoists, or Mobile Platforms unless Stabilisers are used correctly.
- e) Staff must understand safety signals as per the 'Safety Signs & Signals Regs'.
- f) Defects of any work equipment must be reported and recorded as soon as possible and should not be used until repaired or replaced.

Vehicles

All Vehicles shall be properly maintained and be roadworthy before going onto a public road. Only employees of the Company who have a Driving Licence and or Competence Certificate are permitted to drive or operate the Company's vehicles. Any legal action taken against an employee, which will or may affect their licence, must be divulged to Management immediately.

Motor Vehicles

Only staff holding a Driving Licence for the appropriate vehicle may drive vehicles and shall be responsible for ensuring their roadworthiness and ability to function. Any defects with vehicles should be reported immediately to the Procurement Department.

Drivers shall be responsible for ensuring all loads are secure before driving onto a highway. Drivers must report to Clients/Agents before unloading takes place.

Reversing: Because of the amount of incidents in the transport industry whilst reversing help with reversing should be sought in any confined or pedestrian areas.

High Visibility waistcoats should be worn at all times when working with motor vehicles. Keys must be removed from the vehicle on any site when the driver is not 'on or in' the vehicle.

Reversing must be kept to the shortest distance possible and wherever possible a banksman **MUST** be used. If a passenger is in the vehicle, they **MUST** act as banksman.

Bridges Drivers Handbook (BSH HIS 113) must be complied with by all persons driving on company business

Equipment Maintenance

Bridges undertakes all maintenance repairs servicing and safety checks of equipment. All employees are responsible for ensuring that no equipment under repair is used until cleared by the engineer.

DISPLAY SCREEN EQUIPMENT POLICY

Introduction

Bridges recognises the importance of maintaining the highest standards of health & safety for its employees and accepts its responsibilities under the Display Screen Equipment Regulations.

Principles

1. All regular users of this equipment are to be made aware of this policy.
2. The Company will conduct risk assessments of all Display Screen Equipment and users Work Stations.
3. Where required users of DSE will be eligible for free eye and eye sight tests and where corrective appliances such as glasses or contact lens are found to be necessary the company will bare the cost of basic items such as lens and frames. The employee must pay the difference between the cost of basic types and the desired equipment themselves.
4. Areas of Responsibility These are stated in the business Safety Policy. The Office Managers shall be responsible for undertaking 'Proper Risk Assessments' for the offices.
5. The nominated managers or supervisors will also be responsible for the assessment of workstations with Display Screen Equipment. Namely the design, instruction and use of equipment and software. Advising staff of their right for free eyesight tests if applicable.

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6. Simple procedures such as good posture that is comfortable will reduce static loading on the musculoskeletal system (Muscles & Bones).
 - The use of adaptable equipment on all equipment particularly furniture so stress and fatigue is reduced.
 - Proper layout of workstations to prevent over reaching, avoiding glare and reflection, and promoting good posture.
 - The need to take regular breaks or change activities for a break from display screen work.
 - The need for regular checks of equipment for maintenance. Check for electrical hazards.
 - The need to train staff in recognising hazards with equipment and action to take if problems are experienced.
7. **Training** Management considers training to be the key element in good health & safety, and in reducing the risk of poor health to their employees. All Training requirements for employees will be established with the use of a task orientated Training Matrix.
 - Training will cover the following points:
 - Recognition of hazards (Something with the potential to cause harm)
 - Recognising undesirable factors that should be avoided.
 - Recognising desirable factors that should be adopted.
8. **Problems Associated With the Use of Display Screen equipment** All problems or issues associated with the use of DSE must be reported with immediate effect to the employee's immediate supervisor.

LIFT TRUCK OPERATING PROCEDURES.

The following are the Company's rules for Lift Trucks.

Only certified Drivers are permitted to operate Lift Trucks by the Company. The Lift Truck should have a daily inspection before it is used and the operator clearly informed of the task that is required to be undertaken: The Load. The Route. The Weight. And any special instructions.

Lift Truck keys are to be issued to the operator prior to its use and returned upon completion of the work in order to prevent unauthorised use by untrained operators.

All operators are to be trained to an accredited standard by an approved accredited training body.

All Lift Truck operatives are to be medically screened at the stipulated intervals.

All operators are to wear seat belts / restraints where fitted.

All lift trucks are to be maintained in accordance with the manufacturer's recommendations.

A record of a formal inspection will be recorded on a weekly basis and retained.

All lift truck lift chains and their securing / anchorage points are to be inspected as per the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 which requires these points to be inspected annually or six monthly if the Lift Truck is used to elevate persons in a purpose manufactured cage.

HAND ARM VIBRATION

The company will in order to protect its employees against the effects of vibration only purchase, hire, or lease where practical the lowest vibration emitting equipment available. All equipment will be maintained in an appropriate manner to ensure that the vibration emission levels are kept to as low level as is reasonably practicable.

Where possible to avoid using vibrating equipment another method/tool will be used to eliminate exposure.

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Training on the effects of Hand Arm Vibration will be given to all employees likely to be exposed to vibration.

The hierarchy of control must be used in the management of HAVS.

All employees should report any tingling and numbness in the fingers, not being able to feel things with your fingers, loss of strength in your hands, and/or in the cold and wet, the tips of your fingers going white then red and being painful on recovery (vibration white finger).

In situations where it is required Health Surveillance / medical screening will be given in accordance with the Company's policy on this subject.

HEALTH SURVEILLANCE / MEDICAL SCREENING

All new employees will be required to either complete a medical history questionnaire or undergo a 'fit to work' medical prior to engagement with the company.

Health Surveillance and or Medical Screening will be given for all employees, as required by specific legislation such as the Noise at work Regulations, COSHH Regulations, the Visual Display Screen Regulations and the Control of Vibration Regulations or any other applicable legislation. The annual health screening will establish a baseline audiogram and recurring testing for each exposed employee will take place annually.

In addition to this employees will be required to undergo Health Surveillance / Medical Screening on an annual basis or as required in order that customers and / or clients whose sites they maybe working on can fulfil their obligations under legislation. This will also include random testing for Drug and Alcohol abuse.

EMERGENCY PROCEDURES

The following forms part of the Company's Health and Safety plan, which should also be read in conjunction with these procedures.

Communications

There must be communications on all sites for Bridges personnel. If there are no landline telephones then the Bridges shall provide a mobile telephone. These must be checked regularly by the user. All telephone numbers will be listed at Head Office.

All employees must be aware of the nearest telephone to summon Medical attention or the Fire service. Transient workers should be made aware of the nearest telephone to summon assistance in an emergency. If working on other sites where responsibility for health, safety and welfare is the responsibility of others, the site owners or occupiers are responsible to ensure that a telephone is available to summon assistance at all times and should not be locked away during silent hours or non-office hours. Bridges will supply a mobile telephone to all staff working in deserted areas without communication.

Out of Working Hours

The Company shall leave the name of the duty manager to contact in the event of an Emergency. The nominated person should not be contacted until the health & safety of everyone concerned with an emergency has been accounted for and emergency procedures carried out.

Emergency Procedure Testing

All Emergency Procedures will be rehearsed and tested on a regular basis.

All staff must be aware of the positions of emergency equipment including telephones, First Aid boxes, etc

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Floods

Flooding is likely in a number of areas where Bridges employees are engaged in working activities. All employees must take all reasonable steps to ensure that flooding does not occur as a result of their acts or omissions.

Natural flooding is a risk to all employees and employees are expected to take all reasonable steps to ensure their safety when working in flood situations. On no account will the Company expect employees to work in any flood situation where there is a risk to their personal safety.

Fire

Fire Drills shall be carried out regularly and recorded, so all staff has the opportunity to be drilled in this emergency, as stated in the Companies Fire procedure and Risk Assessments for the applicable location.

Immediate action in case of fire cannot be stressed enough. Any person discovering or suspecting a fire should raise the alarm immediately. By pressing fire alarm buttons, ringing a fire bell and seeking immediate assistance. In case of fire evacuate the building immediately to the Emergency Assembly Point.

The Fire Brigade should be called by dialling 999. The designated person must ensure this is carried out.

If it is possible to contain the fire by using Fire Extinguishers, only do so if there is no risk to you or others. This must NOT delay evacuation. If there are injured or infirmed people in the building, ensure the Ambulance Service is called as well. Do not enter for anything. The business can replace property, it cannot replace lives.

Explosions

Bridges only have a small number of activities where an explosion could result such as the use of cylinders which contain gases stored under pressure which are controlled elsewhere in this policy. However company employees are exposed to this risk on customer sites therefore supervisors of these persons are to ensure this risk is adequately controlled prior to them working on these sites. Consideration will be given to confined space works in potentially explosive atmospheres and will be properly risk assessed and control measures put in place.

Staff involved with maintenance must be familiar with all shut down or cut-off points for gas, electrical and fuel supplies. In the event of explosion these must be turned off immediately. A competent person should always be available to inform emergency services of these shut down or cut-off points. **If you do not know then find out now. It is a Company maintenance responsibility to know this.**

Unexploded Bombs

Although it is extremely unlikely that during the execution of their activities Bridges employees will be exposed to Unexploded Bombs, the Company must be realistic and realise that there is an increasing risk of this occurring given the ever increasing number of terrorist attacks and that areas in which our employees work such as the Water and other Utilities Locations are likely targets in such attacks. Also there is likelihood, although minor, that during excavation works Unexploded Bombs from previous wars could be discovered.

In the event of discovering an Unexploded Bomb the area must be evacuated immediately and the relevant emergency services summoned by dialling 999 on either a mobile telephone or land line informing them of the situation and the exact location. An exclusion zone is to be set up and no one other than the Emergency Services should be permitted to enter the area.

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The Site Supervisor or Manager must also inform the site's owners of the situation. Once the Emergency Services are in attendance they will control the situation. Bridges employees must not re-enter the area until clearance has been given by the Emergency Services.

Terrorist Attacks

Terrorist Attacks are an ever increasing threat and as previously stated within this section of the policy, Company employees do work in areas such as the Water Utility sites which are believed to be likely targets for Terrorist.

In the event of a Terrorist attack employees must where possible take shelter within a sturdy and safe building or structure and remain there until instructed otherwise either by the Company or the Emergency Services. During the period of the attack the employees must where practical keep a radio on and listen for warning or advice on the situation from the emergency services or others. On no account should the employees attempt to leave the area as they may be exposed to flying debris from explosions. During these situations the traffic network can become grid locked and further dangers can exist.

Emergency Rescue Procedures

Where a casualty requires rescuing from an inaccessible area such as a quarry, confined space or other difficult location, **especially** if they are trapped, then the Fire and Rescue Service must be called **Dial 999 and ask for the Fire service and Ambulance.** *(The only way of obtaining the assistance of the Emergency Services in the United Kingdom is on the 999-call system)*

The Ambulance Service must be called.

If the casualty is in a difficult position to reach or recover call the Fire Brigade on the 999 system as well.

Dedicated rescue teams will be provided for certain works, where identified by the risk assessment.

First Aid

Bridges is committed to providing an adequate number of trained and qualified First Aiders.

In the event of an incident or sudden illness a First Aider should be summoned immediately.

The casualty should never be moved unless there is a danger to their life by fire, crushing or explosion etc. The whereabouts of the First Aider should be posted at all times. If there is no first aider then a competent person shall be nominated to call for emergency assistance by dialling 999. The First Aider must keep a record of treatment and the company informed immediately in the case of an incident so an investigation for the insurers and Health & Safety Executive can be conducted. Equipment involved directly or indirectly should not be touched by anyone. The scene should never be disturbed.

Weather Conditions

Where weather may involve danger to employees by high winds, flooding, freezing or high temperatures, and different protocols may be used and new procedures introduced for every person's safety.

This may be important before entering a confined space or working in a confined space during wet weather.

No person is permitted to risk their safety by continuing work and further risk the safety of other persons directly or indirectly by their own actions. All employees of the Company shall consider the Policy on Health & Safety Conflict.

Emergency exits that may be blocked by snow should be cleared. If flooding is a risk then electricity should be turned off. Premises with low windows should be 'Guarded' when opened during hot or humid spells.

In order to ensure that the Companies intentions become a reality with regards to Health and Safety, this Policy is supported by a comprehensive library of Health and Safety instructions/procedures.

Health and Safety Policy

There is also an extensive forms system used to record the Companies Compliance with specific legislation.

Overhead Power Lines

Every year people at work are killed or seriously injured when they come into contact with live overhead electricity power lines. These incidents often involve:

- machinery, eg cranes, lorry-loader cranes, combine harvesters, and tipping trailers;
- equipment, eg scaffold tubes and ladders;
- work activities, eg loading, unloading, lifting, spraying, and stacking.

The most effective way to prevent contact with overhead lines is by not carrying out work where there is a risk of contact with, or close approach to, the wires.

If you cannot avoid working near an overhead line and there is a risk of contact or close approach to the wires, you should consult its owner to find out if the line can be permanently diverted away from the work area or replaced with underground cables. This will often be inappropriate for infrequent, short-duration or transitory work. If this cannot be done and there remains a risk of contact or close approach to the wires, find out if the overhead line can be temporarily switched off while the work is being done. The owner of the line will need time to consider and act upon these types of requests and may levy a charge for any work done.

If the overhead line cannot be diverted or switched off, and there is no alternative to carrying out the work near it, you will need to think about how the work can be done safely. If it cannot be done safely, it should not be done at all. The site-specific risk assessment will inform the decision. Things to consider as part of the risk assessment include:

- the voltage and height above ground of the wires. Their height should be measured by a suitably trained person using non-contact measuring devices;
- the nature of the work and whether it will be carried out close to or underneath the overhead line, including whether access is needed underneath the wires;
- the size and reach of any machinery or equipment to be used near the overhead line;
- the safe clearance distance needed between the wires and the machinery or equipment and any structures being erected. If in any doubt, the overhead line's owner will be able to advise you on safe clearance distances;
- the site conditions, eg undulating terrain may affect stability of plant etc;
- the competence, supervision and training of people working at the site.

See HSE Guidance Note GS6 for further information.

Remember: Think safety, Work Safely

In The event of Emergencies during Working Hours Call:
Steve Spencer (SHEW Director) 07941 032919
Carly Busch (SHEW Manager - West) 07807 787933
James Wotton (SHEW Manager – East) 07511 038383
Carl Tongue (Authorising Engineer Electrical) 07976 221107
Jason Clarke (Delivery Director East) 07896 590862
Fin McDermott (Delivery Director West) 07773 046663

Out of Working Hours Contact:

SHEW Director, Steve Spencer 07941032919
Delivery Director (**East**) Jason Clarke 07896 590862
Delivery Director (**West**) Fin McDermott 07773 046663
Technical Director Tim Cooper 07966 890111
Managing Director Matthew Bridges 07712 772221
Or The Emergency Services on the 999 System

CDM 2015 Responsibilities

The company can act as both `Principle Contractor` or `Contractor` under the CDM Regulations. The following is a summary of duties under both roles:

Summary of `Principal Contractor`s` Duties Responsibility

The principal contractor is a key duty holder who is responsible for managing health and safety on the construction site.

The term manage in this guide means plan, manage, monitor and co-ordinate the construction phase so that health and safety risks are controlled.

Key actions include:

- Planning: preparing a construction phase plan that ensures the work is carried out without risk to health or safety
- Managing: implementing the plan, including facilitating co-operation and co-ordination between contractors
- Monitoring: reviewing, revising and refining the plan and checking work is being carried out safely and without risks to health
- Securing the site: taking steps to prevent unauthorised access to the site by using fencing and other controls
- Providing welfare facilities: making sure that facilities are provided throughout the construction phase
- Providing site induction: giving workers, visitors and others information about risks and rules that are relevant to the site work and their work
- Liaising on design: discussing with the principal designer any design or change to a design

Summary of `Contractor`s` Duties Responsibility

- Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.
- For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- For single contractor projects, prepare a Construction Phase Plan

In either of the above scopes, the Project Manager is responsible for compliance with the CDM 2015 Regulations



Health and Safety Policy

Employee acceptance of the Bridges Health and Safety Policy

I have read and fully understand the requirements of the Health and Safety Policy and will ensure that I comply with it's requirements at all times.

Print Name:.....

Signature:

Date: