

**BHS HSI 00**

Occupational

Health & Safety Management System

Safe People Happy People

Sustainable Business

BHS HSI 00 - Issue 07 - May 2023

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# Manual control

All documents will be held electronically by Bridges Electrical Engineers (Bridges) and as such all documents within the Occupational Health & Safety Management System are available and accessible to all.

The revision and issue status of the Health & Safety Management System is summarised in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Revision No.** | **Date Issued** | **Changes Made** | **Approved By** |
| All | 001 | 02.01.18 | First Issue | S Spencer |
| All | 002 | 01.03.19 | Full review and update on changes in procedure | S Spencer |
| All | 003 | 03.03.20 | Full review and update on changes in procedures | S Spencer |
| All | 004 | 01.03.21 | Full review and update on changes in procedures | S Spencer |
| All | 005 | 19.05.22 | Full review and update on changes in procedures | C Busch |
| All | 006 | 21.11.22 | Change of job title SHEW Advisors to SHEW Managers | C Busch |
| All | 006 | 19.05.23 | Full review | C Busch |
|  |  |  |  |  |
|  |  |  |  |  |

# Scope and application

This Health & Safety Management System outlines Bridges Electrical Engineers (Bridges) plan to satisfy the Health & Safety requirements of OHSAS 45001.

The manual is a "controlled" document, however "uncontrolled" copies can be distributed to any interested party upon approval of Bridges.

This manual is intended to describe the core elements of the management system and their interaction; and provides direction to related documentation as required under OHSAS 45001.

This Health & Safety Management System is intended to directly meet the requirements of the following legislation and regulations:

**Health & Safety at Work Act 1974** – Section 2(3) requires organisations to have a health & safety policy which should include:

1. Statement of Intent (i.e. health & safety mission)
2. Organisation (i.e. structure, roles & responsibilities)
3. Arrangements (i.e. procedure and guidance)

**Management of Health & Safety at Work Regulations 1999** – Regulation 5 requires organisations to have arrangements for undertaking effective planning, organisation, control, monitoring and review of the preventive and protective health and safety measures.

**HSG65 Successful Health & Safety Management** – This guidance outlines the management system requirements for implementing the arrangements required within regulation 5 of the Management of Health and Safety & Work Regulations 1999.

# Company Profile

Offering comprehensive in-house design, manufacture and installation services; Bridges Electrical Engineers Ltd, is a trusted high performance and multi-disciplined MEICA engineering technology company with an established and long-term client base. From our beginnings as a family company in the early 70’s we have continued to both set and challenge standards in order to innovate and provide engineering solutions, while retaining the strong family link that has served us and our clients so well.

Today we work with a broad range of commercial and industrial clients in the water treatment, quarrying, nuclear and waste recycling sectors.

Each client is important whether they require the services of a single engineer or a fully integrated project with health and safety planning at the forefront of everything we do

# Mission

It is our policy to attach the greatest importance to the health, safety and welfare at work of all our employees. We believe that it is a management responsibility, which ranks equally with my commercial activities.

Equally, it is the duty of each employee to co-operate with management in all health, safety and welfare matters. Every employee is legally obliged to work as safely as possible and to avoid injury to himself and to others.

It is the legal duty of the management and the supervisors to do everything possible to prevent any injury or ill health occurring, wherever work activities are taking place.

Full consultation between Management and Employees on all aspects of Health and Safety is encouraged at all levels.

All necessary personal protective equipment, which may be required, will be provided, and when issued, operatives must ensure that they use it correctly, whenever necessary.

Mr. Matthew Bridges (Managing Director) has overall responsibility for the Safety Policy, Steve Spencer is responsible for day to day implementation. Individual Project/Department Managers and Site Supervisors are responsible for their particular Sites and departments, and their attention is drawn, particularly, to their duties under the Construction (Design and Management) Regulations, 2015.



Matthew Bridges (Managing Director)

# Enforcement

The name and address of enforcing authority whose Health & Safety Inspectors cover this workplace:

Health & Safety Executive Wales & South West

2 Rivergate Bristol

BS1 6EW

# 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 always 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. 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 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

This document 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**

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.



Matthew Bridges Steve Spencer

Managing Director SHEW Director

# Structure

The structure within the organisation which supports the continual improvement of health & safety management is summarised in the organogram below:

SHEW Managers

The organogram indicates the arrangements for escalation to a higher level of management to resolve any conflict between OH&S issues and productivity considerations.

A more detailed structure outlining the reporting mechanisms and authorities are outlined in the Quality Management System.

Health & Safety roles and responsibilities are summarised in the Job Descriptions and make reference to the Health & Safety Management System.

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| **OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM** | **HS Manual:** | **1** |  |
| **Issue:** | **007** |
| **Date:** | **19/05/23** |
| **Review date** | **19/05/24** |
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# Health & Safety Management System



**General responsibilities Individual 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.

**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 HSE performance of the company and ensure that adequate resources are provided for discharging of the company’s duties under law.

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

# Regional Managers/Departmental Managers/Project Managers/Site Supervisors

* + Supervising 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 CDM2015

# Employees

All employees must:-

* + Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
	+ Comply with this Policy, and any procedures, instructions, rules and standards developed by the Company, or the Client, for health and safety purposes.
	+ Obtain further instruction before attempting any task, if unsure about the safe procedures to adopt.
	+ Not attempt a task for which they have not been authorised. Employees must not instruct, or allow a new or inexperienced employee to carry out work for which they have not received training, unless they are under the direct supervision of a competent person.
	+ Report all incidents and ill health to their Manager as soon as practicable.
	+ Not use plant or equipment if they are not authorised, trained or experienced in the operation and use of that piece of plant or equipment, nor use it for any purpose for which it was not designed. vii). Not use any item of plant or equipment (including personal protective equipment), identified as damaged or faulty. Damaged or faulty plant or equipment must be reported to the Site Supervisor.
	+ Report any hazards identified, or additional risks to health and safety that have not been eliminated, or adequately controlled through the risk assessment process, so that additional risk assessments may be made
	+ Wear & use any personal protective equipment required as part of a safe system of work.
	+ Not intentionally or recklessly interfere with or misuse anything provided by the Company, or the Client, in the interest of health, safety or welfare.

All employees are reminded that they have a duty under Sections 7 and 8, of The Health and Safety at Work etc Act 1974 to take reasonable care for their own safety and the safety of any others who may be affected by their acts or omissions,

and to co-operate with the Company in its arrangements to perform or comply with statutory safety obligations, which includes adherence to the Company’s safety policy.

**Failure to comply with the provisions of the above Act could ultimately result in legal proceedings being taken against individuals concerned.**

# Sub-Contractors

The company does from time to time employ sub-contractors. As a condition of appointment by the Company, subcontractors will be required to:-

* Carry out their work in accordance with relevant legislation, approved codes of practice, guidance notes and recognised safe working practice.
* Ensure that all plant and equipment brought into the office is safe and in good working order, accompanied by any necessary certificates and records of inspection and maintenance.
* Report any injury sustained, or damage caused, by their employees, via the normal line management at the earliest opportunity.
* Comply with any reasonable health and safety direction issued by the representatives of Bridges Ltd
* Maintain the highest standards of housekeeping whilst working. Waste material is to be removed at regular intervals and prior to completion of each sub-contractor’s contract, by each sub-contractor to the satisfaction of the client.
* Ensure that any articles or substances brought in, which may be hazardous to health, are accompanied by a COSHH assessment and Manufacturers Safety Data Sheet, and that information contained within is passed to persons who may be affected.
* Provide risk assessments and method statement for any high-risk activities to be undertaken. The method statement must be approved by David Jenkins before work commences, and copies left, so that compliance can be monitored.
* Report any hazards, or additional risks to health and safety that have not been eliminated, or adequately controlled through the risk assessment process, so that additional risk assessments may be made.

**Company SHEW Managers**

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

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 and dangerous occurrence, making recommendations on the prevention of further incidents and reporting to the SHEW Director.

Assisting management in the preparation and implementation of written procedures/risk assessments.

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

The SHEW Managers will be supported by Pete Bissett who will provide independent inspections, training & SHEW support where requested.

# Arrangements

This section outlines the arrangements, which comprise the main elements of the Health and Safety Management System. These elements will receive consideration for all work undertaken by the Company, its employees, associates and sub-contractors.

# Risk Assessment (Planning and Implementation)

**Management of Health and Safety at Work Regulations 1999**

In line with regulation 3, the company will undertake to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by its undertaking, and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to put in place the relevant control measures to ensure the health and safety of its workforce, Sub contractors, visitors and, when appropriate, the general public.

**This will involve:**

1. Identifying the significant risks arising out of the work activity.
2. Identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions.
3. Ensure that all relevant risks and hazards are addressed.
4. Address what actually happens in the workplace or during the work activity.
5. Ensure that all groups of employees and others who might be affected are considered and informed of the risks.
6. Identify groups of workers who might be particularly at risk.
7. Take account of existing preventive or precautionary measures.

The risk assessments will be used positively by the company to change working procedures and improve health and safety performance. See **Bridges Essential Safety Standard `ESS-01 Risk Assessment**` for further information.

# Health surveillance

Occupational health is a shared responsibility. Under Law, the company is responsible for the health and safety of its employees, employees must look after their own health and safety and we all have to take care of the health and safety of others

The purpose of health surveillance is to:

* + provide appropriate health surveillance for employees, based on an assessment of the potential risk of harm through work activity;
	+ provide employees with general advice on other health matters.

The risks to health of both employees and others is managed via the robust risk assessment process. This will identify the need for health surveillance. Regular health surveillance will be provided by a retained health professional.

Employees will be encouraged to attend and co-operate with Health Surveillance as requested and to inform the company of any medical condition that may affect his or her potential to complete work safely, or which they suspect may have been caused or exacerbated by work activity.

As health surveillance is designed to meet relevant statutory safety requirements, co-operation with the policy is required. Refusals to attend statutory elements of health surveillance by an employee will be explored sensitively, but unreasonable refusal to co-operate may result in disciplinary action. Individual employee's reasons for not attending i.e. religious or other personal factors will be fully taken into account.

# The Control of Substances Hazardous to Health (COSHH) 2002

The Control of Substances Hazardous to Health Regulations 2002 (COSHH), requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced.

The Company will carry out assessments of all hazardous materials used and record the findings accordingly. Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established. Any new substances being brought into the Company will be assessed before being put into use.

All Operatives will be instructed in the requirements of the COSHH Regulations and the nature of the materials being used. Assessments/data sheets, which are retained by the Site Manager, will be made available to all staff, and information, instruction and training in the operation of the assessments will be given. Contract specific COSHH assessments will be identified at project review and developed by the Project Manager in conjunction with the Company Health and Safety advisor. It is the responsibility of the relevant operative to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the assessment sheets and instructions.

All materials that are identified as presenting a risk during use will, where possible be eliminated from being used. Where this is not possible safer alternative products will be sought. If there is no acceptable alternative to that material controls will be put into the assessments to minimize the usage and specify the PPE needed for the safe use of that substance.

# Personal Protective Equipment at Work Regulations 1992.

An assessment of personal protective equipment will be carried out as required by the above legislation, to ensure the correct level of protection for the user. The Company recognise that the use of PPE is not a “first line of defence” and will only be used when other control measures are impractical or insufficient.

Adequate supplies of all necessary protective clothing or equipment are available for issue as required. When first issued to employees at the Company induction training, all employees will be given instruction in the use, maintenance and replacement arrangements and will be asked to sign a receipt for the issue of the items issued.

Any person in the workplace, who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing or equipment, will be informed of statutory or company policy requirements, and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE.

All Supervisory and Management staff will set a good example in the wearing protective clothing and other equipment where required.

No charge is made to employees for the issue of PPE, but if the employee wishes to purchase their own, e.g. safety boots, providing that they meet the required standard, the Company will reimburse the employee the cost that it would otherwise have incurred in supplying that item to an agreed amount.

If any item of PPE required is missing, out of date, damaged or faulty then the Company will replace it on request. A register of all PPE issued with be maintained and kept in the procurement office.

For further information & assistance, see **Bridges Essential Safety Standard ESS-02 ‘Personal Protective Equipment**’

# Manual handling Operations Regulations 1992.

Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992. All activities carried out by operatives and staff shall be examined and

the requirements for manual handling operations established. As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc, are part of the expected work. Manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the businesses operations. All employees will regularly receive appropriate Manual Handling training.

# The Control of Noise at Work Regulations 2005

The Company will assess all processes and operations carried out so as to ensure that the requirements of the Noise at Work Regulations 2005 are complied with. Where the noise levels exceed the action levels specified in the regulations, appropriate arrangements will be put in place to ensure that no employee, or others affected by the work activity, are subjected to injurious conditions.

We will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing facilities, etc are used.

Supplies of ear defenders or other hearing protection will be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit - in line with the action levels specified in the Noise at Work Regulations 2005.

These will be issued to operatives and others in the work area, as required and must be worn at all times when such persons are exposed to noise.

All Operatives will ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported immediately.

**Construction (Design & Management) Regulations 2015 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**

# Excavations

All excavation works will be carried out in strict accordance with the method statement for this work. The method statements will be contained in the Health & Safety site file and details of the methods and controls to be used will be explained to all involved in the excavation work prior to the work commencing.

The following controls would be the minimum expected to be written into the method statement:

* Erect suitable barriers and signs to prevent unauthorised access by vehicles or pedestrians
* Materials or spoil should not be stored close to the sides of the excavations
* Do not go into unsupported excavations
* If excavating in unstable ground, shuttering will be used to prevent unplanned collapse of the trench walls
* Use locators to trace any underground services and mark the ground accordingly
* A competent person must inspect the excavation
	+ At the start of each shift, before work begins
	+ After any event likely to affect the strength or stability
	+ After any accidental fall of rock, earth or other material
	+ Do not site petrol or diesel-engine equipment such as generators or compressors in or near the edge of excavations

For further information see **Bridges Essential Safety Standard ESS-003 ‘Breaking Ground’**

# Welfare facilities

The Company shall ensure that welfare facilities for company offices, workshops, stores, etc. meet the requirements of

the Workplace (Health, Safety and Welfare) Regulations 1992. Arrangements shall be made for welfare facilities on construction sites to meet the requirements of the Construction (Design and Management) Regulations 2015. In particular, adequate sanitary, washing, clothing storage and `messing' facilities shall be provided.

Welfare facilities shall be maintained in good condition, regularly cleaned and controlled at a satisfactory temperature. For further information see **Bridges Essential Safety Standard ESS-005 ‘Welfare Facilities’**

The Company SHEW advisor will inspect all such facilities to ensure that they are all in good order and well maintained.

The requirements of the above regulations will be made known to all staff. All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

No materials are to be stored in the rest rooms/canteen. Those who desire to smoke must do so only in the designated smoking areas outside.

# Training

The Company aims to continuously assess the competency levels of all employees and associates through an analysis of training needs and by the use of personal records of achievement & regular competency assessment to monitor the progress of individuals through the training programme.

The training programme encompasses three main areas:

# Induction Training for New Employees.

New employees are known to be more likely to have incidents than those who have had time to recognise the hazards of the workplace and induction training is undertaken to address this situation. Key points to be covered include:

* + A review of this safety policy, especially as it relates to the work activities of the newcomer.
	+ The Company’s philosophy on safety. Although prevention is the primary responsibility of management, each employee has a statutory responsibility for his or her own safety and that of others.
	+ Company and Clients’ health and safety rules which are in force in the inductee’s area of work.
	+ The health and safety role of the Client.
	+ The wearing and use of personal protective equipment.
	+ Procedures for reporting incidents or near misses, and where to obtain first aid for any injury no matter how trivial.
	+ Fire and emergency procedures.
	+ Welfare and amenity provisions.

Where possible the induction will generally be carried out by the SHEW Director to instil the importance of Safety within Bridges.

# Skill/Task Based Training.

Job-specific training/coaching is given to all employees before carrying out any unfamiliar tasks, or when existing job conditions change and may result in exposure to new or increased risk. This includes:

* + Skills training and/or updating.
	+ An explanation of applicable safety rules, regulations and procedures.
	+ A demonstration of any personal protective equipment which may be required.
	+ Instruction in changes to emergency and/or evacuation procedures.
	+ An explanation of any documentation required, such as safety booklets or chemical data sheets.
	+ Monitoring and Review mechanisms.

# Monitoring performance

Measuring performance is an essential element in the Health and Safety Management System. The Company has establish formal monitoring arrangements to assess the effectiveness of its systems, to identify areas requiring improvement and recommend corrective action. These monitoring visits are carried out by both in-house SHEW staff & external bodies & all are recorded.

# Reporting of incidents and dangerous occurrences

Certain injuries, dangerous occurrences and diseases are required by law to be reported to the enforcing authority, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013 (RIDDOR).

It is however, company policy to investigate all incidents, to establish the immediate and underlying causes, and where reasonably practicable recommend measures to prevent reoccurrence.

All incidents, however trivial, must be reported and details entered in the company incident records.

All incidents must be reported on the same day as they occurred using BHS F112 Incident Report template, by the on- site supervisor / department manager & then sent to the SHEW department. Depending on the nature & severity of the incident a thorough & detailed investigation maybe required

It is the responsibility of Steve Spencer to ensure the enforcing authorities have been notified, if necessary.

Any employee suspected to be suffering from a reportable work-related disease should seek medical attention. Upon receipt of a medical certificate, the SHEW Managers will ensure the statutory form is completed and sent to the authorities.

An investigation will be undertaken to establish the cause, and where reasonably practicable, recommend measures to prevent reoccurrence.

# Incident records and statistics

A record of all incidents shall be maintained, for analysis, as an indicator of performance. As a requirement of RIDDOR, records of reportable injuries, diseases and dangerous occurrences will be kept for at least three years.

# First aid and emergency procedures

An assessment is to be made of the risk of serious danger within any workplace under the Company’s control. Suitable and sufficient measures are to be established for dealing with emergencies, before work commences. In particular, arrangements are to be made for:

* Raising the alarm and communicating with the appropriate emergency services.
* First aid; first aid equipment and sufficient trained personnel will be provided in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981, and accompanying Code of Practice, as a minimum standard.
* Firefighting capabilities.
* Emergency evacuation.
* Emergency assembly points.
* The company first aiders are responsible for checking the first aid kits.
* First aiders names are displayed in the office and workshop.

As far as is reasonably practicable, the Company will ensure that the workplace complies with the requirements of the Health and Safety at Work etc. Act 1974, for safe access and egress, the Construction (Design & Management) Regulations 2015, the Workplace (Health, Safety and Welfare) Regulations 1992, and the Health and Safety (Safety Signs and Signals) Regulations 1996.

# Fire and Emergency Procedure

The Directors, Company SHEW Managers & the Procurement Department will be responsible for providing and having maintained, all firefighting equipment and fire notices and for the regular checking of these arrangements. They will test the fire alarm system (where appropriate) at least once per week from a different point, and at least once a year, they will arrange a fire drill. Fire procedure notices will be displayed by all fire evacuation alarm points and appliances. A fire risk assessment has been completed and will be reviewed annually.

Employees must ensure that they take reasonable care of themselves and others at work in respect of harm caused by fire. This means thinking about their activities at work and ensuring that they do what they can to keep the risk of a fire starting to a minimum. They must co-operate with us so that they are able to fulfil their responsibilities and make the workplace safe from fire.

* + In the event of a fire raise the alarm.
	+ If possible and without endangering themselves or other attempt to tackle the fire.
	+ Leave the building by the nearest safe route
	+ Report to the designated assembly point

# Young persons at work

Before a young person, such as an apprentice, starts work, the Company will undertake a risk assessment specifically in relation to the risks to health and safety of young people, taking into account the inexperience, immaturity and lack of risk awareness of young people.

# Lifting Operations

All lifting operations must be planned. A lift plan must be in place, reviewed by one of the Company’s Lifting Appointed Person prior to any lifting taking place. This review shall include a review of the documented RAMS and lift plan associated with the task.

A method statement and risk assessment must be in place detailing the safe system of works. All those involved in the lifting operations must be trained, including the lift supervisor, plant operators and slinger/signallers.

All lifts must be communicated, if the plan cannot be followed the lift must be stopped and the lifting appointed person communicated.

Always set up exclusion zones around lifts and never lift loads over people.

For further information see **Bridges Essential Safety Standard ESS-018 ‘Lifting Operations’**

# Lifting equipment

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.

# Work equipment

Any item of work equipment used by Company employees is only be used for operations for which it is suitable and will only be operated by persons who are trained and competent.

Any items of mechanical plant operated by the Company’s workforce are to be subject to periodic inspection, and maintenance in accordance with the recognised health and safety procedures and schedules of inspection.

All equipment on purchase is included on the company’s equipment calibration register, and as such is then automatically included in the Planned Preventative Maintenance Scheme, which constitutes a thorough service of each piece of equipment at least annually or sooner if defined in law, or by the company. It should be noted that where plant equipment that is hired in from tool hire companies for short periods of time the testing and maintenance of such equipment is carried out by the hire firm. However, it is the policy of the company to check the paperwork which comes with each piece of equipment to ensure it has been maintained and checked in accordance with best practice for that type of equipment.

The use of equipment, especially mechanical, or electrically powered, is restricted to those persons who have been assigned the task of using it, and have received the information, instruction and training necessary for its safe use. All dangerous moving parts creating a danger zone are to be assessed and the Company will establish and enforce all reasonably practicable control measures, following the hierarchy of control measures outlined in the Provision and Use of Work Equipment Regulations.

Any equipment identified as defective, must be reported and not used. Defective equipment must be clearly marked as faulty, or labelled in such a way as to prevent use by fellow workers.

For further information see **Bridges Essential Safety Standards ESS- 006 Mobile Plant, ESS-007 Portable Access Equipment & ESS-008 Vehicle Movements.**

# Safe use of hand tools

The company will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to health and safety of our employees which they may be exposed to whilst working with hand tools. These risks will then be controlled so far as is reasonably practicable.

The company will, in consultation with workers and their representatives:

* + ensure that the correct tools are provided for the job
	+ ensure that workers do not misuse tools
	+ implement a system for reporting defective tools and ensure defective tools are taken out of service and either repaired by a competent person or replaced
	+ arrange for the regular inspection of electrically operated power tools in accordance with the Electricity at Work Regulations and tag all such items accordingly
	+ inform all users of their responsibility to maintain tools in a safe condition and to report any defects to their immediate supervisor
	+ provide personal protective equipment where necessary and ensure the co-operation of all employees such that it is worn properly
	+ provide suitable storage facilities for all tools.

**Training and information**

All employees using manually and electrically operated hand tools should be trained in their use and the use. Any employees not conversant with the use of a specific tool should make it known to their immediate supervisor.

# Portable Appliance Testing

The Company must comply with Health & Safety at work etc act 1974 and the following regulations under that act

* + Electricity at Work Regulations
	+ Management of Health &Safety at Work Regulations
	+ Provision and use of equipment at work requirements.

*Portable and Transportable equipment is defined as :*

*Equipment which is not part of a fixed installation but is or is intended to be connected to a fixed installation by means of a flexible cable and either a plug and socket or other means.*

**Testing procedures**

* + Visual inspection
	+ Formal visual inspection
	+ Combined inspection and test

**Frequency of Testing**

Portable appliances shall be tested prior to being put in to use and there after the frequency shall depend on the usage and movement of the equipment.

Individual equipment shall be labelled with the following information. Unique identification number (in form of a bar code)

* + Date of test
	+ Statement it has passed the test
	+ Date when the next test is due

**Equipment on hire or supplied for service**.

Responsibility lies with the hirer of the equipment to ensure that the supplier tests and labels the equipment in accordance with company policy prior to the equipment being brought in to service.

**Equipment failure**

Equipment, which fails the test, shall be Clearly labelled with a **FAIL** Label

Cable or plug removed to ensure it couldn’t be used. Removed from service immediately.

Shall not be put back in to service until fault rectified and retested. Equipment is deemed redundant and disposed of.

For further information see **Bridges Essential Safety Standard ESS-020 ‘Electrical Safety at Work Portable Equipment’**

# Site security and protection of the public

All reasonably practicable measures will be taken to secure work areas within the Company’s control, including: Activating locking devises to inhibit entry.

Using a signing in procedure. Perimeter fencing

Barriers and other physical isolation methods Site supervision

# Environmental protection and waste control

All Company activities are assessed for their impact on the environment and all reasonably practicable measures will be taken to protect the environment in compliance with the Environmental Protection Act and all other relevant legislation and approved Codes of Practice, (including local authority regulations). If any hazardous waste (e.g. contaminated land) is transported by company vehicles, a suitable waste transfer note will be generated.

# Workforce involvement

The Company will encourage the active participation of all employees and sub-contractors in promoting good health and safety practice. Company Safety meetings will take place at appropriate intervals in order to review the effectiveness of the policy and procedures, all reports and any recommendations received on matters of Health, Safety and welfare. Such discussions are intended to improve the overall safety performance of the company.

Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff - notice boards, circulars, site meetings, "face to face" discussions, toolbox talks, SHEW monthly briefing etc.

# Asbestos

Where any work is to be carried out where there is a possibility of asbestos containing materials all work in that area will be suspended pending a sample of the suspect material being examined by specialist contractors. No work involving the removal of asbestos containing materials will be carried out by employees of this Company.

All work will be carried out by licensed contractors who will be responsible for the safe removal and disposal of all materials under the provisions of the Asbestos at Work Regulations 2012.

All work is to be carried out in line with Managing and working with asbestos ACOP L143

Due to nature of work undertaken, all employees will receive regular appropriate training in asbestos awareness.

# Hot Work

All hot work being carried out will be carried out under a `Permit to Work' system. The following minimum provisions should be written into this permit to work:

An assessment of the surrounding areas to determine the presence of any

* + combustible materials and these items removed or protected from sources of ignition
	+ before work starts
	+ Isolate any flammable liquid lines
	+ Have suitable firefighting equipment available
	+ Ensure work is supervised by a competent person
	+ Ensure that work finishes one hour before the end of shift and the area is checked for burning or smoldering materials before the site is closed
	+ Suitable PPE to be worn

# Ladder Safety

Ladders should only be used as a means of access or inspection only.

* + - 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.
		- All work to be carried out under the provisions of the Working at Height Regulations 2005 For further information see **Bridges Essential Safety Standard ESS-007 ‘Portable Access Equipment’**

# Permits to Work

Any work involving the following will be carried out under a 'Permit to Work' system:

* + - Working at Height
		- Confined Space Working
		- Hot Work
		- Electrical & Mechanical System Isolations
		- Breaking Ground
		- Lifting Operations
		- Pressure Testing

The permits will be issued and signed off by a named supervisor responsible for that activity.

# Working at Height

All working at height will be carried out under the `Working at Height Regulations 2005' All controls for working at heights will be written into the method statement for the actual work being carried out. This method statement will be available in the Health & Safety Site file and any site-specific controls needed would be explained to workers at the site induction prior to starting work at that site.

The minimum controls to be included in the method statement would be:

* + - Work to be completed from a platform erected by a competent person
		- When working at height the platform is to be fully boarded, have two guard rails and toe boards
		- The platform is to be inspected weekly or if affected by adverse weather conditions
		- On roofing edge, protection is required and roofing / crawler boards are to be used
		- Where impractical to erect a platform, a harness fitted to a structure capable of supporting a fall without other injury should be worn or other fall arrest provision such as air bags or polystyrene mats should be used
		- Work should not be carried out in wet and windy conditions
		- Duty holders (Project Managers, Supervisors) must ensure the following
		- All work at height is properly planned and organised
		- All work at height takes account of weather conditions that could endanger; health and safety
		- Those involved in work at height are trained and competent
		- The place where work at height is done is safe
		- Equipment for work at height is properly inspected
		- The risks from fragile surfaces are properly controlled
		- The risks from falling objects are properly controlled.

For further information see **Bridges Essential Safety Standard ESS-007 ‘Portable Access Equipment’ & ESS-10 ‘Scaffolding’**

# Working near Services

The following minimum controls should be in place when working with:

# Underground Services

Design and plan work to avoid breaking the ground where possible. Service drawings must be available on site prior to any digging taking place. Use locating equipment to positively identify service locations. A permit to break ground and a permit to break ground checklist must be in place prior to any digging commencing.

* + - Wherever possible keep excavations away from existing services
		- Use the service locator to accurately trace the line of any pipe or cable & mark position. Rescan at suitable intervals, no more than 150mm when excavating.
		- Erect suitable signage and barriers to control access
		- If unidentified services are found, stop work until further checks can be made to confirm it is safe
		- Hand dig trial holes to confirm the position of all pipes and cables. This is particularly important in the case of plastic pipes that cannot be detected using normal detection equipment
		- Treat all pipes and cables as live unless it is proven otherwise
		- Use insulated spades or shovels rather than picks or forks.
		- Do not machine dig within 0.5m of underground services.
		- Flame retardant clothing must be worn for all breaking the ground activities

For further information see **Bridges Essential Safety Standard ESS-003 ‘Breaking Ground’ & ESS-15 ‘Underground Services’**

# Overhead Services

* + - Do not bring plant or equipment closer than 15 meters to overhead lines suspended from steel towers or 9 meters from lines on wooden poles
		- Where work is required closer than this the power supplier should be consulted to make the line dead or to insulate
		- Erect `goal post' barriers suitably marked to warn of the approach from either side
		- Ensure the area is well lit
		- Do not store materials within the barriers
		- Where the area is fenced off ensure that the fence is suitably earthed
		- Erect warning signage
		- Provide information, instruction and training to employees and supervise for compliance

# Working Over Water

Where there is a risk of falling into the water and drowning, it is essential to ensure that a system is in place that includes prevention of this occurring, provision and wearing of buoyancy equipment and rescue arrangements.

These provisions would be written into the method statement for the particular site and would be fully explained to workers at the site induction training.

Risk assessments would be carried out on any work involving working over water to identify any hazards, assess the level of risk and identify measures necessary to prevent or adequately control the risk. Buoyancy equipment provision would only be needed where other suitable controls would be unavailable.

For further information see Bridges Essential Safety Standard **ESS-004 ‘Working over or near water’**

# Dangerous Substances

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

The DSEAR Regulations applies to most workplaces where a dangerous substance is present or could be present. The regulations place a legal duty on the company to:

* + - Carry out a risk assessment of any work activities involving dangerous substances;
		- Provide measures to eliminate or reduce risks as far as is reasonably practicable;
		- Provide equipment and procedures to deal with incidents and emergencies;
		- Provide information and training to employees;
		- Classify places where explosive atmospheres may occur into zones and mark the zones where necessary.

Overall, DSEAR clarifies the existing requirements to manage fire and explosion risks, which are set out in the Management of Health and Safety at Work Regulations 1999.

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. No materials will be allowed to be stored at the workplace unless they have a current instruction sheet from the suppliers and each member of staff is familiar with its contents. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres in the workplace, stored in a metal cabinet.

# Consultation

A monthly team brief is communicated ‘live’ over TEAMS to all employees and labour only subcontractors. This is used to disseminate health, safety and wellbeing 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.

Safety stand down events are communicated ‘live’ over TEAMS when required. Regular toolbox talks and safety alerts are issued to all when appropriate.

There a number of other forums for consultation, including, a weekly supervisors meeting, a supervisor development programme and an employee forum.

# Reviewing performance

The Company undertakes periodic management review meetings. Minutes are taken as a record of the meeting and to record actions agreed, and to be implemented. The output will satisfy the aim for the improvement of the company safety management system and the service to client.

# Continuous Improvement

As a result of changes in legislation, results of incident investigations & knowledge of best practice and application, the standard included in the policy document will be updated and communicated to all for implementation.

# Auditing

The Company caries out regular internal inspections & audits of its activities. Internal inspections are scored with any actions allocated & `Action by` dates. External audits highlight any minor or major non-conformance with legislation. The SHEW Director reviews these and ensures all actions are closed out. This enables management to take an overview of the Company’s overall performance, gauging the effectiveness of systems, identifying areas of failure or concern, positive developments and improvements and making recommendations for continuous improvement.

# Driving at Work

It is Bridges policy to take all reasonable steps to manage the health and safety of those staff that drive on company business. We have a duty under the Health and Safety at Work Act etc. 1974 (HSWA), Working Time Regulations 1998, the Road Traffic Act 1988 and in the case of a road traffic incident that results in a fatality, action may be taken under the Corporate Manslaughter and Corporate Homicide Act 2007.

Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

* + - Employees must always report any suspected problems with the company vehicles.
		- Employees own vehicles used for business, must be maintained to a roadworthy condition. Employees must regularly carry out basic checks, e.g. to check oil, water levels and tyre pressure Staff should follow any advice given on route planning.
		- Sufficient breaks must be included to prevent fatigue and allow for weather/congestion etc.
		- Instructions / legal requirements relating to driving hours and records must be observed
		- The use of mobile phones while driving on company business is strictly prohibited unless a suitable

`Hands Free` device is fitted. When alone driving on company business with no ‘Hands Free’ device, set the phone to divert or voicemail and only answer it when you are stationary in a safe place. If you have a colleague with you in the vehicle, they should be the only one using the phone. The use of text messaging or emails whilst driving is strictly prohibited.

* + - Staff should always drive within speed limits and according to the prevailing weather conditions. Before driving, staff should know the procedure to follow in the event of a breakdown.
		- Bridges Drivers Handbook (BSH HIS 113) must be complied with by all persons driving on company business .

# Smoking in Vehicles

It is an offence to smoke in virtually all 'enclosed' and 'substantially enclosed' public places and workplaces which includes company vehicles.

No-smoking signs must be displayed in all smoke free premises and vehicles.

Drivers who use their own cars on company business shall prohibit smoking if passengers are carried during that business.

# Stress

The company in its commitment to protecting the health, safety and welfare of employees recognises work-related stress as an organisational issue. The company acknowledges the requirement under the Management of Health, Safety and Welfare at Work Regulations, 1999 to assess and control the risks arising from work-related stress. This policy will apply to all company employees.

Managers are responsible for implementation of the policy. Definition of Stress

The Health and Safety Executive define stress as:

"The adverse reaction people have to excessive pressure or other types of demand placed on them. It arises when they worry that they can’t cope"

This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Following the HSE guidance HSG218 - "Managing The Causes of Work Related Stress" the company will proactively identify workplace stressors and provide suitable strategies to eliminate or minimise the risk of stress amongst the workforce.

After a stress risk assessment has been carried out, the effectiveness of measures taken to reduce stress must be reviewed on a regular basis.

The company will consult with employees on all issues around the Stress Policy and any provision for training. Employees are encouraged to consult with their managers around issues relating to work related stress.

The company will provide training for designated managers around stress risk assessment and all managers on stress awareness.

# Drugs and Alcohol

The company recognises the potential dangers of alcohol, drugs and solvent abuse, known as substance abuse, to both the individual and the company.

The company aims to prevent, where possible, alcohol, drug and solvent abuse amongst employees and to detect at an early stage employees with problems.

Employees must report to work unimpaired by alcohol, illegal drugs or prescription drugs.

Any employee reporting to work impaired by drugs and/or alcohol will be subject to the company disciplinary procedure, which could lead to dismissal.

Any employee or contractor found to be possessing, using, selling or under the influence of illegal drugs or solvents during working hours shall be subject to the company disciplinary procedure, which could lead to dismissal and persons being reported to the police.

Any employee or contractors who possesses, uses, sells or is under the influence of illegal drugs on personal time which adversely affects the company or its employees or contractors shall be subject the company disciplinary procedure, which could lead to dismissal.

Any employer or contractor found to be in possession or consuming alcohol whilst at work without permission shall be subject to the company disciplinary procedure, which could lead to dismissal.

Random & with cause Drug & Alcohol testing will be carried out in line with the Drug & Alcohol Policy

# Enforcement of Policy

The company will not tolerate any departure from these rules and will take appropriate disciplinary action in the event of any infringement from the laid down policy. Bridges are committed to providing a safe working environment in every sense, so that everyone can complete their jobs and fulfil their responsibilities unhindered.

# Review of Policy

Policy Documents will be reviewed annually or more regularly if there is a major change in legislation, incident, working practices or new plant installations.