
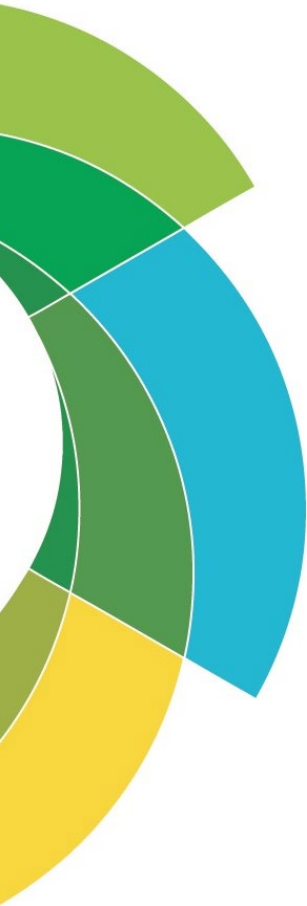


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# HEALTH, SAFETY, ENVIRONMENT AND QUALITY POLICY



## BSR GROUP HOLDINGS LIMITED

(British Solar Renewables limited, BSR EPC Limited, BSR O&M Limited, BSR Asset Management Limited, BSR Energy Limited, BSR EPC Netherlands BV, BSR Connect Limited – together known as the Group)

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## REVISION STATUS

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1	14/04/21	First issue	T. Humpage
2	07/03/22	Minor amendments	T. Humpage
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5	08/02/24	Change to QSHÉ Management Structure	T. Humpage
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On receipt of this document / revision, please destroy all previous and now obsolete copies.

# CONTENTS

STATEMENT OF INTENT QUALITY, SAFETY HEALTH AND ENVIRONMENT.....	5
ROLES & RESPONSIBILITIES .....	7
QSHE Management Structure .....	7
Introduction .....	8
The CEO .....	8
The Director Responsible for Quality, Safety Health & Environmental Management (QSHE).....	8
BSR Directors .....	9
Senior Management Team .....	9
Group QSHE Manager.....	9
Department Heads .....	10
Project / Contracts / Construction / Operations Managers.....	11
Employees and Third Parties.....	12
Health and Safety Consultant - External .....	12
GENERAL ARRANGEMENTS FOR QUALITY, SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT .....	13
Advice and Guidance .....	14
Safety Performance – Monitoring and Review.....	14
Communication and Consultation.....	14
Training and Competence .....	15
Risk Assessments, Method Statements and Safe Systems of Work.....	15
Duties under the Construction (Design & Management) Regulations 2015 .....	16
Personal Protective Equipment.....	18
Employment of Young Persons .....	18
Employment of New and Expectant Mothers .....	19
Employment of Persons with Disabilities .....	19
Health Monitoring and Surveillance .....	19
First Aid Provision .....	19
Mental Health First Aid.....	20
Injuries, Diseases and Dangerous Occurrences .....	20
Fire Precautions and Prevention .....	20
Smoking .....	21
Alcohol and Controlled Substances .....	21

Violence towards Employees.....	21
Lone Workers .....	21
Mobile Phones.....	22
Welfare.....	22
Safety Signage .....	22
Abrasive Wheels.....	22
Asbestos and Asbestos Containing Materials (ACMs) .....	23
Chemicals and Hazardous Substances .....	23
Confined Spaces .....	24
Construction Site Hazards (General) .....	24
Contaminated Ground .....	24
Display Screen Equipment .....	25
Driving on Group Business .....	25
Dust and Fumes.....	26
Electricity and Portable Electrical Appliances .....	26
Excavations .....	27
Breaking Ground (\$SOW/Permit to work).....	27
Flammable Liquids and Fuels .....	27
Gases and LPG.....	27
Hot Works .....	28
Housekeeping .....	29
Lifting Operations and Lifting Equipment.....	29
Manual Handling Operations.....	30
Noise.....	30
Plant, Work Equipment and Machinery .....	30
Slips, Trips and Falls .....	31
Storage Racking, Materials Storage and Handling.....	32
Underground / Overhead Utilities.....	32
Vibration .....	32
Waste Management .....	33
Weather Conditions .....	33
Working at Height / Working on Fragile Surfaces .....	33
Environmental Management.....	34
QUALITY MANAGEMENT.....	35

# STATEMENT OF INTENT QUALITY, SAFETY HEALTH AND ENVIRONMENT

## QSHE Policy - Statement of Intent

**(British Solar Renewables limited, BSR EPC Limited, BSR O&M Limited, BSR Asset Management Limited, BSR Energy Limited, BSR EPC Netherlands BV, BSR Connect Limited – together known as the Group)**

The Group operates in the field of renewable energy, electrical generation, and energy storage plant (development, design, construction, operation and maintenance).

Health and safety, the environment, excellent quality service and risk management and mitigation are essential objectives of our business and a key part of our culture. Board members, managers and staff are committed to keeping our employees (and others who work with us) healthy and safe at work; providing an excellent quality service to our clients; protecting the environment and minimising our impact on it; managing and mitigating risk, whether it be legal, environmental or physical.

To deliver these commitments, the Group operate an Integrated Management System (IMS) and look to meet or surpass the requirements of: ISO45001, ISO 14001, ISO 9001 and ISO 50001.

All employees, contractors, sub-contractors, consultants and suppliers play a part in the implementation of these systems and for meeting QSHE and IMS objectives, ensuring legal and moral compliance. Particular importance is placed on:

- Meeting the highest standards for workplace health, safety and welfare and ensuring the wellbeing of employees, contractors, sub-contractors, consultants, suppliers, the public and others who may be affected by our operations;
- Meeting all legal obligations including the Health and Safety at Work Act 1974, environmental legislation and other statutory and moral obligations;
- Ensuring that the customer receives exceptional quality products and services through the promotion of customer focus;
- Promoting employee development through training, mentoring, guidance, discussion and consultation;
- Reducing the environmental impact of our products and business activities by enhancing the use of sustainable resources and recycling services and the reduction of waste production, internally and within our supply chain;
- Increasing biodiversity on future projects;
- Ensuring continual improvement of the IMS through communication and reporting from customers, employees and other interested third parties;
- Setting targets and goals for continuous improvement and monitoring performance.

This policy shall be reviewed at least annually or at such time that there are significant changes. This policy will be made available to all employees and interested external parties and shall be displayed at all Group offices and worksites.



Date: 23/01/24  
  
Tim Humpage  
CEO



  
Fran Button  
Deputy CEO



  
Gary Phillips  
CFO



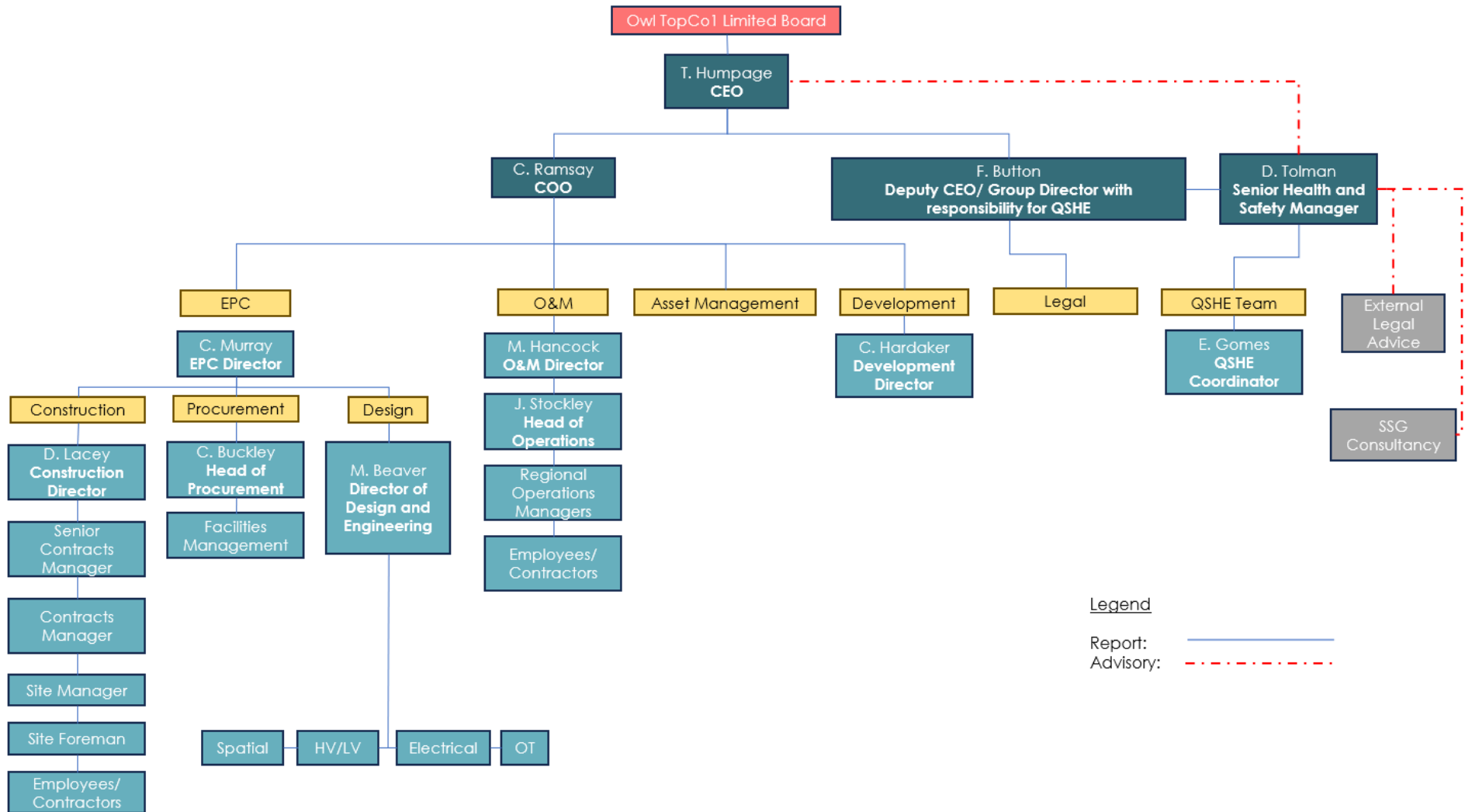
  
Rob Peters  
CCO



  
Colin Ramsay  
COO

# ROLES & RESPONSIBILITIES

## QSHE MANAGEMENT STRUCTURE



# INTRODUCTION

Quality, Safety, Health and Environment (QSHE) management is the responsibility of all people within the Group and is a joint responsibility with Third Parties. It is the responsibility of the CEO, Directors, Management and Supervisors to make sure that all employees and Third Parties are properly equipped, trained and motivated to ensure high standards are practised in the workplace, guaranteeing a safe place of work for our staff and others who may be affected by our working practices.

The Group, its employees and Third Parties have a duty to understand their legal responsibilities and the requirements of the Health and Safety at Work act 1974 and regulations therein.

**Note - For the purpose of this document; employees refers to directly employed staff. Third Parties means, contractors, sub-contractors, sub-sub-contractors, consultants, and suppliers. Members of the public are those not employed or contracted by the Group.**

Certain roles take extra responsibilities for workplace and environmental management, these include:

## THE CEO

The CEO of the Group holds ultimate legal and moral responsibility for the performance of the Group, reporting to the Board.

The CEO will ensure that:

- Quality, Safety, Health and Environment is given prominence in all meetings and discussion at Board and senior management levels.
- A Board Member responsible for health, safety and environment management is appointed.
- Health and safety requirements, including management and supervision staff levels, training and external advice is adequately founded and resourced.
- Targets and objectives are set, monitored and feedback to the Board of directors.

## THE DIRECTOR RESPONSIBLE FOR QUALITY, SAFETY HEALTH & ENVIRONMENTAL MANAGEMENT (QSHE)

An appointed Board member holds the position of the Director Responsible for Quality, Safety, Health and Environmental Management (QSHE). Reporting to the CEO and the Board, this person takes day-to-day responsibility for the direction of quality, health, safety and welfare of all Group employees, for the environmental impact of Group activities and fulfilment of all legal duties imposed on him/her, as the representative of the employer, by relevant legislation.

The Director Responsible for QSHE will:

- Ensure that every aspect of Quality, Safety, Health and the Environment and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the Group Quality, Safety, Health, and Environmental Policy (QSHE Policy), ensuring that it meets current legislative requirements and accurately reflects Group activities.
- Ensure adequate resources are available to implement the QSHE Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on QSHE issues.



- Ensure that legal compliance is understood and managed.

## BSR DIRECTORS

Directors will:

- Ensure that every aspect of QSHE and its implications is given due consideration in all executive decisions.
- Ensure the QSHE Policy is implemented and monitored by the Board
- Ensure adequate resources are made available to implement the QSHE Policy and to enable legal and moral obligations to be met.

## SENIOR MANAGEMENT TEAM

The Senior Management Team have direct control over their specific areas of the business, in addition they will:

- Ensure that every aspect of QSHE and its implication is given due consideration in all decisions.
- Ensure the QSHE Policy is implemented and monitored throughout their area of the business.
- Ensure adequate resources are made available to implement the QSHE Policy and to enable all legal and moral obligations to be met.

## GROUP QSHE MANAGER

The Group QSHE Manager is responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Group policies are observed in all areas of Group operations.

Whilst the Group QSHE Manager acts in an advisory capacity to directors, managers, supervisors and employees; the post holder has the authority to call a stop to any work process that in their opinion is deemed to be unsafe or in transgression of Group procedure or policy.

The Group QSHE Manager will:

- Ensure the QSHE policy and systems are maintained up to date and relevant to Group operations. This should be done in conjunction with any employees appointed to assist.
- Monitor compliance of employees and Third Parties with the QSHE Policy or the requirements of any International Standards that the group hold or are working towards.
- Monitor standards of QSHE performance in the workplace to ensure high standards are maintained.
- Foster a positive health and safety culture amongst all employees.
- Take an overview of risk assessments and method statements when requested, to ensure that suitable safe systems of work are implemented for Group and third-party activities on site.
- Ensure all registers and records are maintained as required by current legislation.
- Conduct routine documented inspections and audits of the workplace, facilities, plant and equipment to maintain Group standards.
- Advise management on Group QSHE compliance.
- Immediately bring to the attention of the directors and managers any matters relating to QSHE standards or performance (positively as well as negative).
- Advise and support Third Parties etc. and their safety officers on matters relating to the QSHE Policy and all prevailing legislation.

- Ensure personnel at all workplaces are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near miss incidents.
- Ensure that accidents and near misses are reported as soon as practicable.
- Investigate accidents and near misses as required, communicating lessons learnt when appropriate.
- Ensure QSHE matters are communicated to employees and Third Parties via training or toolbox talks or via email or written notices.
- Monitor the quality of Third Parties' work and ensure that it is being conducted safely.
- Ensure the BSR Group integrated management system and associated procedures are kept up to date.
- Work with the Director Responsible for QSHE to implement and monitor the QSHE Policy in the Group offices.

The Group H&S Manager reports directly to the Director Responsible for QSHE.

## DEPARTMENT HEADS

Department Heads will:

- Ensure that every aspect of health, safety and the environment and its implications is given due consideration in all areas of operation.
- Implement the QSHE Policy for activities under their control.
- Ensure line management are aware of resources required to implement the QSHE Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on QSHE issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the Group and on starting at a new site.
- Ensure all employees and Third Parties receive suitable information, instruction, and training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all contractors are competent to conduct the work and on the list of approved contractors (and their sub-contractors).
- Ensure the performance of employees and Third Parties who undertake work on behalf of the Group is monitored.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of Group activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
- Ensure that the results of the risk assessments are effectively communicated throughout the Group and to others who may be affected by the activity.
- Ensure employees are provided with, maintain and use, personal protective equipment as identified by risk assessment.
- Ensure that accidents and near misses are reported, recorded and investigated.
- Ensure that all injuries, diseases and dangerous occurrences involving Group employees are reported to the QSHE Team.
- Maintain effective communication routes throughout the Group and ensure employees are aware of the QSHE Policy and other QSHE matters as they arise.
- Take immediate action in respect of all:
  - Accidents, incidents and near misses involving members of their teams.

- Notices issued by external and internal safety auditors.
- Concerns by employees or others of QSHE standards, and
- Ensure maintenance of registers and records as required by the Group.
- When required, engage in periodical reviews and audits to ensure that high standards of safety, environmental and quality management are being maintained and to identify areas where improvements need to be made.

## PROJECT / CONTRACTS / CONSTRUCTION / OPERATIONS MANAGERS

The Management is responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Group policies are observed on site by all employees and Third Parties. Authority is delegated to Project/Contractors/Construction/Operations Managers to oversee and enforce the implementation of the QSHE Policy in the workplace.

Project / Contracts / Construction /Operations Managers will:

- Ensure that the requirements of the Construction, Design and Management Regulations (CDM) 2015 are fully met.
- Ensure that employees and Third Parties comply with the QSHE Policy.
- Ensure high standards of QSHE performance are maintained in the workplace.
- Foster a positive health and safety culture amongst all employees and Third Parties.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure all employees and Third Parties receive suitable information, instruction, and training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure risk assessments and method statements are carried out for Group and third-party activities on site. These documents will be reviewed and signed off by project/contracts/construction/operations managers.
- Ensure all risk assessments and method statements are communicated to and signed off by the relevant work teams.
- Monitor the quality of employees' and contractors' work and ensure that it is being conducted safely.
- Maintain and update the Construction Phase Plan on all construction sites.
- Ensure all registers and records are maintained as required by the Group.
- Ensure routine documented inspections of the workplace, facilities, plant and equipment are carried out to maintain safety standards.
- Immediately bring to the attention of the Group Directors, Group H&S Manager any matters relating to QSHE standards or performance.
- Advise and support employees, Third Parties and their safety officers on matters relating to the QSHE Policy and all prevailing legislation.
- Ensure all personnel at all workplaces are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Ensure that accidents and near misses are reported as soon as practicable via the QSHE reporting line and uploaded onto the Sevron Safety Management system.
- Ensure QSHE and other matters are communicated to employees and Third Parties via induction training and/or toolbox talks.

# EMPLOYEES AND THIRD PARTIES

Employees and Third Parties shall:

- Co-operate with BSR Group Managers to enable legal duties to be met.
- Comply with all requirements of the QSHE Policy and associated procedures.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the Group in the interests of QSHE.
- Actively promote a positive health and safety culture throughout the Group and on sites.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient risk assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Follow all site safety rules and procedures.
- Ensure that the required level of PPE is worn (refer to section 3.7).
- Use and maintain in a serviceable condition all plant and equipment in accordance with training provided.
- Use and maintain in accordance with instructions and training given and report the loss or defect of all personal protective equipment provided by the Group.
- Make themselves aware of all site and workplace first aid, fire and emergency procedures.
- Raise any (and all) matters of concern relating to general safety as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the accident book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate manager or supervisor to ensure an investigation can be undertaken.

## HEALTH AND SAFETY CONSULTANT - EXTERNAL

The BSR Group may utilise the services of external companies to assist with the fulfilment of duties relating to the role of Quality, Safety, Health & Environment Advisor (QHSE Advisor) and to undertake some site auditing for the Group.

# GENERAL ARRANGEMENTS FOR QUALITY, SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT

## POLICY AND MANAGEMENT PROCEDURES

BSR has an overarching policy for QSHE, which sets out how QSHE will be managed and by whom. The Groups also operate a set of Management Procedures, Processes and Technical guides which assist employees with complying with this policy and meeting all statutory obligations.

The QSHE Policy and all other associated documents can be found within the BSR IMS Portal.

## IMPLEMENTATION

Management Procedures and associated documentation are cascaded throughout each department as necessary. Heads of Department, Managers and Supervisors are responsible for ensuring all relevant Procedures are fully complied with and implemented. Advice may be sought from the QSHE Team whenever required.


Management Procedures are generally short documents giving information and instruction to staff to ensure everyone understands how to work safely and in compliance with relevant healthy and safety standards. Managers may engage with staff to support them in the implementation of these procedures, however, employees must have sufficient information, instruction, training and supervision to carry out these tasks,

**Welcome to the IMS Portal.**

Before jumping in please take a look at the 'How to use this Portal' guides and also take some time to read the Document Control Procedure, to understand how we name and group our IMS documents across the business.

All IMS Documents	Document Control Procedure	IMS Manual	How to use this Portal
Pending Approval	My Submissions	Add IMS Document	Company Stationery
Accreditation & Certification			

To request a document change or feedback on the IM Portal, please contact:

 **Dan Tolman**  
Senior Health and Safety Manager

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IMS Subject Menu

01 Health, Safety & Quality	02 Risk Management	03 Environment / Energy Management	04 Interested Parties
05 Legal	06 Accident / Incident Management	07 Emergency Arrangements	08 Information Technology
09 Procurement	10 Human Resources	11 Audit / Inspection	12 Sub-contractor Management
13 Fleet / Vehicle Management	14 Competence, Training & Induction	15 CDM / EPC / IAC / FAC	16 Electrical Safety
17 Excavations	18 PPE	19 Plant, Tools, Equipment & Calibration	20 Standards Library
21 Development	22 O&M	23 Finance	24 Confined Spaces
25 Working at Height	26 Company Stationery		

The attainment and maintenance of high standards of QSHE management within the Group will be achieved by the identification of hazards associated with the activities undertaken by the Group. Effective precautions and control measures to eliminate, or reduce, the risk of harm to ALL persons working for the Group will be identified and implemented.

## ADVICE AND GUIDANCE

The Group employs an internal H&S Manager, who is qualified to give advice. In addition, external advice can be gained from the chosen external consultant. General QSHE advice is available to the Group from the Health and Safety Executive website, and from membership of specialist organisations, such as RoSPA. The organisation has a contract in place with SSG Training and Consultancy for external QSHE advice when required. In addition to this, the Group consults with Avonside Safety Management regarding HV and LV electrical safety.

## SAFETY PERFORMANCE – MONITORING AND REVIEW

The Director Responsible for QSHE, H&S Manager, the Senior Management Team and other employees nominated by the Group will monitor the implementation of the QSHE policy and review the Group's performance. A formal report will be produced to every Group Board Meeting and will cover:

- Review of any significant accidents or incidents and subsequent actions.
- Review of any comments from the HSE, clients or other parties and subsequent actions.
- Review of external auditing bodies and consultant's reports.
- Review of last period's safety objectives.
- Review any new legislation, guidance notes, or initiatives.
- Review the QSHE policy document and working procedures as appropriate (annually).
- Review of training requirements.
- Setting of health and safety objectives for the next period.

**Active Monitoring** - On a regular basis, the QSHE Team (meaning the H&S Manager, Director responsible for QSHE and external QSHE Advisor(s)) will carry out audits of the Group's procedures and will document these audits and provide updates of activity undertaken for review at each Group Board Meeting. In addition, the QSHE Team and site managers, will carry out routine site inspections to monitor working practices and be available to advise all employees on QSHE matters. Any good or bad practices identified during these audits will be acted upon.

**Re-active Monitoring** – All significant accidents, near misses and dangerous occurrences will be investigated by the QSHE Team either independently or as a team with directors, project managers, managers or site supervisors as is appropriate. Findings will be made available to the Director Responsible for Quality, Safety, Health and Environment together with recommended actions to prevent reoccurrence and close out dates for actions.

## COMMUNICATION AND CONSULTATION

- QSHE information, where it relates to Group activities will be communicated throughout the Group as it becomes available by the quickest possible means.
- Concerns over the standards of safety or environmental matters within the Group are to be brought immediately to the attention of management and if necessary, such matters should be reported to the Board with clear plans to address issues.
- The Group has formed a Health and Safety Committee in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

- The Group will ensure that all information, instruction and training is provided to all employees in a language and format that the employee can readily understand. This will include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that all employees are competent to carry out their work activities.

## TRAINING AND COMPETENCE

- All new starters, temporary workers or visitors (where applicable) to the head office, storage facilities, operational or construction sites under the control of the Group will be given induction training on the first day of employment, or as soon as practicably possible.
- A record of the induction process will be maintained within the Breathe HR system.
- Workplace-specific induction training will be given to employees and Third Parties whenever work commences at a new site. A copy of the workplace-specific induction training record will be retained by the Group. Where Group employees are acting as a contractor, induction training shall be conducted by the Principal Contractor / Client.
- Employees' and Third Parties' training needs and competence requirements will be analysed to ensure the provision of appropriate training.
- Employees shall only carry out work for which they hold the appropriate competences and authorisations. The Group operate an authorisation system for works on High Voltage (HV) and Low Voltage (LV) electrical apparatus.
- Occupational competence will be maintained where applicable via membership of appropriate trade associations.
- Further training shall be given:
  - For periodic refresher training;
  - When required by current best practice;
  - When being exposed to new or increased risks;
  - When being transferred, or given a change in responsibility; and/or
  - When there is a change in work methods, technology, equipment or practices.

Training records will be maintained for all employees within the Breathe HR system, and training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

## RISK ASSESSMENTS, METHOD STATEMENTS AND SAFE SYSTEMS OF WORK

Risk assessments are a line management responsibility; undertaken by means of the software system Sevron Safety Management. The Group will generate Risk Assessments and Method Statements (RAMS) as safe systems of work within this system. In addition to this the Group operate a set of High Voltage (HV) and Low Voltage (LV) Electrical Safety Rules to manage the risks associated with works on electrical systems.

The Group will ensure that:

- All employees involved with the development and implementation of risk assessments and safe systems of work shall be suitably trained.
- An appropriate risk assessment will be undertaken, documented, and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999 for all works undertaken by employees or Third Parties.

- Method statements and/or written procedures detailing safe systems of work are to be produced based on the findings of the risk assessments.
- All personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is permitted to continue.
- Master copies of all assessments, safe systems of work and method statements are held by the Group with copies of relevant assessments available in the workplace; signed by those employees expected to follow the controls outlined within them.
- All Risk Assessments and Method Statements will be reviewed periodically, after any incidents/accidents and if anything with the task or area changes.

### Third Parties

In the case of Third Parties carrying out work on site, a Pre-Qualification Questionnaire (PQQ) must be completed. In the PQQ, the health and safety track record, management system(s), policies, insurances, financial status, example risk assessments and safe systems of work shall be assessed.

Once the Third Party has been selected and appointed using the Approved Supplier Procedure, detailed work plans are discussed by the Group, and the Third Party's risk assessment and method statement should be requested and reviewed by Operations Officers and Project Managers, as applicable. The level of detail of the paperwork expected, is proportionate to the complexity of the work to be undertaken and the risk involved.

If Employees are working alongside the Third Party on Site, the Group should prepare and review its own RAMS with the Third Party in mind.

Any RAMS should be provided to the Group ten (10) working days before the Supplier is due to start on Site, unless it is emergency work or there are extenuating circumstances. RAMS should be reviewed and signed off before the work starts regardless of whether it is an emergency or not.

All Third Parties must be appointed using appropriate contracts in conjunction with the Legal Team in order to manage and mitigate risk in terms of health and safety, anti-corruption, solvency risk, and proper insurance being in place to respond to risk.

## DUTIES UNDER THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

Where the project is notifiable and where more than one contractor is appointed, the regulations require that:

- The Client has appointed a Principal Designer
- No design work is done unless a Principal Designer has been appointed.
- A Principal Contractor is appointed to plan and manage construction work.
- All parties co-operate with the Principal Designer, Principal Contractor and with any other designers or contractors to enable them to comply with their duties.
- Construction work does not start until the Principal Contractor has prepared a suitable Health & Safety Plan and made arrangements for suitable welfare facilities to be present from the start of work.
- Ensure that a Health & Safety File is prepared, reviewed and updated ready for handover at the end of the construction work.

Where the Group is the Client, the person responsible will ensure that:



- Designers, contractors, maintenance teams and other team members that are appointed are competent, adequately resourced and appointed early enough for the work they have to do.
- Sufficient time is allowed for each stage of the project.
- All parties involved with the project cooperate with one another.
- Work is coordinated with other parties to ensure the safety of those carrying out construction work and those who may be affected by it.
- Reasonable management arrangements are in place throughout the project to ensure that construction work can be carried out safely and without risk to health or damage to the environment.
- Contractors have made arrangements for suitable welfare facilities to be provided from the beginning and throughout the construction phase.
- Any fixed workplaces that are to be constructed will comply, in respect of their design and the materials used, with any requirements of the Workplace (Health Safety and Welfare) Regulations 1992.
- Relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to them.

Where the Group is the Designer, the responsible person shall:

- Ensure that the Group is competent and adequately resourced to address the HSE issues likely to be involved in the design.
- Check that clients are aware of their duties.
- Avoid foreseeable risks relating to the construction and future use of the structure when carrying out design work.
- Provide adequate information about any significant risks associated with the design.
- Co-ordinate and cooperate with other designers.

Where the Group is the Principal Contractor, the person responsible shall:

- Ensure that the Client is aware of their duties and that the Health and Safety Executive has been notified, that a Principal Designer has been appointed.
- Ensure that the Group is competent to address the QSHE issues likely to arise in the management of the construction phase.
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced and competent site management appropriate to the level of risk and activity.
- Ensure that all Third Parties are informed of the minimum amount of time that they will be allowed for planning and preparation before they begin work on site.
- Ensure that all contractors are provided with all relevant information pertaining to the project to enable them to carry out their work safely and without risk to health or damage to the environment.
- Ensure that information requests from contractors are met promptly.
- Ensure effective co-ordination and co-operation between contractors and safe working.
- Ensure that a suitable Construction Phase (Health & Safety) Plan is prepared before construction work begins and is implemented and kept up to date as the project progresses. The Construction Phase (Health & Safety) Plan must be developed in conjunction with and is communicated to all involved contractors.
- Ensure that any designer or contractor engaged on the project is competent and adequately resourced.
- Ensure suitable welfare facilities are provided from the start of the construction phase.
- Take reasonable steps to secure the site.

- Prepare and enforce any necessary site rules.
- Provide relevant parts of the Construction Phase (Health & Safety) Plan and other information to contractors in time for them to plan their work.
- Liaise with the Principal Designer on design carried out during the construction phase.
- Promptly provide the Principal Designer with any information relevant to the Health and Safety File.
- Ensure that all workers have been provided with suitable health and safety induction, information, instruction, training and supervision.
- Ensure that the workforce is provided with suitable and sufficient controls as per the requirements of the principles of prevention, supplied suitable collective/individual protection and consulted about QSHE matters.
- Display the project notification (F10).

## PERSONAL PROTECTIVE EQUIPMENT

SEE DOCUMENT: **G-18-PL-01** and **G-18-MP-01**

The Group shall ensure that:

- Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 1992 (as revised).
- PPE is provided to employees as required by current legislation and as identified by the relevant risk assessment to supplement existing control measures.
- PPE provided shall be fit for purpose and appropriate to the risk involved.
- Suitable facilities for the storage of PPE are provided and used.
- Third Parties provide and wear PPE to required standards.
- Information, instruction and training will be given to all employees and Third Parties on the safe use and maintenance of PPE.
- Employees and Third Parties will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.
- Safety hard hats, safety footwear and hi-visibility jackets to the appropriate standard shall always be worn whilst work is being conducted on behalf of the Group, without exception – without contravention of the 2015 deregulation of the act for members of the Sikh faith.
- Gloves, respiratory protection and protective goggles are to be worn when using cutting, drilling or grinding equipment.
- Specialist PPE such as appropriate rated arc flash protective equipment must be worn when assessed as required.

## EMPLOYMENT OF YOUNG PERSONS

- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Group.
- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will not be employed where the work:
  - Is beyond their physical or psychological capability.

- Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect.
- Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training, and/or
- Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.
- Young persons will be supervised at all times when performing any task which may put them at risk.

## EMPLOYMENT OF NEW AND EXPECTANT MOTHERS

- Risk assessments of the activities undertaken by the Group will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to an unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.
- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of a mother and that of her child.

## EMPLOYMENT OF PERSONS WITH DISABILITIES

- Disability assessments will take into account the needs of employees with disabilities, in accordance with the Equality Act 2010.
- Employees are to ensure that the Group, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.
- Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

## HEALTH MONITORING AND SURVEILLANCE

- Group employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended).
- The Group is committed to preventing employees from being subject to undue stress whilst at work.

## FIRST AID PROVISION

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

- Suitably trained persons will be nominated as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid. These details will be prominently displayed in all Group workplaces and will be communicated through induction training.
- All injuries occurring no matter how trivial are to be recorded in an accident book provided at the employee's workplace where the accident takes place and also reported via the QSHE helpline to ensure that the accident/incident is recorded in the Group Accident record system; Sevron.
- First Aid kits shall be held in all Group vehicles with the contents checked on a regular basis and restocked if necessary.
- A qualified First Aider or Emergency First Aider shall always be present or immediately contactable for assistance whilst any work is being undertaken.

## MENTAL HEALTH FIRST AID

- Suitable trained persons will be nominated as qualified Mental health first aiders following completion of mental health at work first aid training.
- The Group have a subscription in place for LifeWorks to support employees with life matters.

## INJURIES, DISEASES AND DANGEROUS OCCURRENCES

- All accidents, near misses and dangerous occurrences are reported via the QSHE reporting line and uploaded on the Sevron Safety Management system.
- In the event of specified injury or fatality occurring to a Group employee the statutory reporting requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 will be met.
- All accidents, dangerous occurrences and near misses occurring on Group premises are to be reported to the QSHE Team so that an investigation can be conducted. Accidents/ Incidents will be investigated as per BSR's investigation procedure.
- Reports of accidents involving Third Parties will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to be met.

## FIRE PRECAUTIONS AND PREVENTION

- A Fire Risk Assessment to identify fire and explosion risks for premises and workplaces under the control of the Group will be undertaken prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and workplaces under the control of the Group.
- Group employees will be instructed in the use of portable firefighting appliances as found on premises. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.
- An adequate Fire Plan is to be put in place and prominently displayed in all offices and throughout the workplace and communicated to all employees and Third Parties through induction training.

- In the event of a fire in offices or on site, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
- The maintenance of any fire alarm system will only be conducted by a competent, specialist authority under contract.
- A person discovering a fire may attempt to extinguish the fire using portable appliances if the fire is of some small nature and personnel are not put at risk and that person should remain available to brief the fire authorities on arrival. Persons who are not trained and are not confident should not attempt to fight fires.
- Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.
- Fire drills will be performed within the head office regularly.
- Fire alarm testing is carried out weekly within the group head office.

## SMOKING

- In compliance with the Smoke-free Regulations 2006/7, Group premises and workplaces are smoke-free. Disciplinary action will be exercised if employees or Third Parties smoke whilst on Group workplaces, premises or in Group vehicles.
- Smoking is only permitted in those external areas designated by management.
- Smoking is strictly prohibited in areas where flammable liquids are stored or used.
- Further information detailed within BSR staff handbook.

## ALCOHOL AND CONTROLLED SUBSTANCES

- Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees and Third Parties enter Group premises, a workplace under the control of the Group or drive Group vehicles.
- Group employees and Third Parties shall not have alcohol or controlled substances in their possession whilst working on Group premises, workplaces or on sites under the control of the Group or driving Group vehicles.
- Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from the workplace / work site immediately.
- Further information detailed within BSR Staff Handbook.

## VIOLENCE TOWARDS EMPLOYEES

- Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event that employees are faced with aggression or threat of violence, a non-confrontational attitude is to be adopted.
- Further information detailed within BSR Staff Handbook.

## LONE WORKERS

SEE DOCUMENT: **G-02-MP-03**

## MOBILE PHONES

- It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.
- No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.
- Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.
- No calls are to be made / received on mobile phones while operating any plant or equipment unless the plant or equipment has been stopped in a safe place for that purpose, switched off or made safe.
- Mobile phone use on a construction site must only take place in a designated area.
- Further information detailed within IT Mobile Phone Policy.

## WELFARE

- The Group is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.
- Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and Schedule 2 of the Construction (Design and Management) Regulations 2015.

## SAFETY SIGNAGE

- Appropriate safety signs and notices will be posted throughout Group premises and on Group managed sites as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- All workplace access and egress routes are always kept clear.
- Emergency escape routes are to be unobstructed. Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.
- If operatives are unable to access their working area safely, they must inform their Manager and not take personal risks.
- On sites under control of the Group, access to the site is to be restricted to authorised persons only and all reasonably practicable site security measures are to be taken to prevent unauthorised access. All unauthorised persons are to be immediately escorted off site.
- When working on construction sites, all access equipment is to be made safe when not in use and secured against unauthorised use.

## ABRASIVE WHEELS

- The abrasive wheel marking system should conform to Annexe A of BS EN 12413 and BS ISO 525.
- Only trained personnel who have been appointed by management are permitted to change any class of abrasive wheel.
- The Group will ensure that suitable storage facilities are available to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.

- Guards or shields supplied by the manufacturer are to be correctly fitted to all machines while in use and not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.

## ASBESTOS AND ASBESTOS CONTAINING MATERIALS (ACMS)

- Group employees shall not generally conduct work involving exposure to asbestos / ACMS. Confirmation will be obtained from the client, if practicable, that the nature of the work does not involve exposure to asbestos / ACMS prior to work commencing. If asbestos / ACMS are discovered, or suspected, the following action is to be taken:
  - Work is stopped, the area is secured, and measures are put in place to ensure that the asbestos / ACM remains undisturbed; and
  - The relevant manager and the QSHE Team are to be informed via the QSHE helpline if appropriate to ensure that an assessment is undertaken, and an action plan developed before work is allowed to continue.
- In compliance with the Control of Asbestos Regulations 2012 training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day asbestos awareness course will be undertaken.
- Only a specialist-licensed contractor will undertake any work on licensed asbestos products.
- A record of all work involving asbestos is to be maintained in the Construction Phase Health and Safety Plan.

## CHEMICALS AND HAZARDOUS SUBSTANCES

All hazardous substances / chemicals used or generated by the Group will be subject to a COSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

The Group will ensure that:

- All hazardous substances / chemicals used by the Group will be identified and inventoried.
- Chemical Safety Data Sheets for all hazardous substances used by the Group will be obtained from approved suppliers.
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is to be carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are to be undertaken.
- Appropriate control measures are to be put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by-products of processes.
- Suitable and sufficient personal protection equipment is to be provided to employees exposed to hazardous substances and materials. Employees are to be adequately trained in the use of specialist personal protection equipment.
- All hazardous substances / chemicals to be used must be risk assessed before use to ensure all suitable control measures are in place before use.
- Appropriate information, instruction and training will be given to employees exposed to hazardous substances and materials.

## CONFINED SPACES

- Where work in a confined space is unavoidable it is to be conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.
- Activities conducted within the confined space are to be the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system will be in operation.
- No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will be in attendance when confined space work is being undertaken.
- Third parties that undertake work on behalf of the Group are to comply with this policy and follow safe working procedures when working in confined spaces.

## CONSTRUCTION SITE HAZARDS (GENERAL)

All employees and Third Parties required as part of their work to visit construction sites are to be made aware of the dangers inherent to construction sites. These include but are not limited to:

- Contaminated ground
  - Demolition work
  - Dust and fumes
  - Excavations
  - Lifting operations and lifting equipment (including crane, fork lift trucks, goods hoists / passenger hoists, lifts / escalators)
  - Noise
  - Plant, work equipment and machinery
  - Working at height (including ladders, scaffolding)
  - Working near / over water
  - Overhead power lines and buried services
- All employees and Third parties visiting site will report to Site Management on arrival.
  - Visitors visiting sites are required to meet the Group requirement for the provision of PPE.
  - All employees and Third Parties visiting site will ensure that they receive adequate induction from Site Management, to include site hazards.
  - The relevant PPE must be worn – refer to section 3.7 for additional information.
  - When necessary additional information, training and instruction will be provided regarding construction site hazards and site-specific PPE requirements.

## CONTAMINATED GROUND

- Prior to any works being carried out on contaminated land, a full assessment will be undertaken by a competent person to determine the type and levels of contaminant present.
- An assessment of the risks from identified contaminants will be undertaken and employees issued with appropriate Personal Protective Equipment (PPE). All operatives will receive suitable training and information in the use of the PPE provided.
- All operatives undertaking works will be trained, competent and authorised.
- Where appropriate, health surveillance measures will be introduced, and records kept. Decontamination and hygiene facilities will be appropriate for the identified contaminants.



- Only waste hauliers and receivers on the Group's Approved Supplier List will be used.
- All hauliers and receivers will be licensed – waste transfer notes will be issued and will be retained for future reference.
- Contractors will be required to provide safe systems of work in accordance with current legislation, Acops and HSE Guidance.

## DISPLAY SCREEN EQUIPMENT

- All Group workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Group will provide, free of charge, corrective appliances required specifically for DSE work.
- Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.
- DSE assessments must be carried out annually and re-assessed after any changes to workstation location or health.

## DRIVING ON GROUP BUSINESS

SEE DOCUMENT: **G-13-PL-01**

- All staff driving on Group business must be qualified and medically fit to drive the vehicle and hold adequate insurance. Employees must inform the Group of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.
- The use of mobile phones is prohibited whilst driving a Group Vehicle.
- Where considered necessary employees will be provided with Group vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Group and, where agreed, for their private use.
- The Group will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Employees provided with a Group vehicle will ensure the vehicle remains in a clean, safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Group office and remedial action taken at the earliest opportunity.
- Employees provided with a Group vehicle will meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- Employees will drive courteously, defensively and in a non-aggressive manner.
- Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.

- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.
- All accident, no matter how small, will be reported to the Group fleet manager as soon as possible.
- Further information detailed within BSR Vehicle Policy.

## DUST AND FUMES

- All processes conducted by Group employees and Third Parties that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended).
- Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.
- Any users of respiratory protective equipment must be competent and face fit tested for the equipment.

## ELECTRICITY AND PORTABLE ELECTRICAL APPLIANCES

SEE DOCUMENT: **G-16-MP-03**

- The Group recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:
- The use of battery-operated tools or 110 volts within the workplace wherever practicable.
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button.
- Workplace tools used on site will be in good condition and double insulated.
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current IET guidance.
- Maintaining a record of all inspections / tests of electrical equipment and appliances.
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage.
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment.
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs.
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.
- Please also refer to section 3.19 "Mobile phones".

**Note: The Group operate and control high voltage electricity systems. A separate set of HV and LV safety rules, formed from the ENA Model Distribution Safety Rules are in place. The HV and LV Electrical Safety Rules must always be complied with when undertaking work on energised electrical systems and only designated (authorised) persons may work on electrical systems.**

## EXCAVATIONS

SEE DOCUMENT: **G-17-MP-01** and **G-17-PR-01**

## BREAKING GROUND (SSOW/PERMIT TO WORK)

SEE DOCUMENT: **G-17-MP-01** and **G-17-PR-01**

## FLAMMABLE LIQUIDS AND FUELS

- All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and also The Control of Hazardous Substances Regulations 2002.

The Group will ensure that:

- Only the required quantity of flammable liquids / fuels is stored on Group sites and premises for immediate use.
- All flammable liquids / fuels shall be kept in approved containments and in an approved stowage. Each storage area shall be designated as a 'No Smoking Area'.
- The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.
- When not in use, containers of flammable liquids / fuels are to be kept closed and stored in suitable cabinets or bins of fire-resisting construction, which are designed to retain spills (110% capacity volume).
- Containers are to be located in designated areas away from the immediate work process area and should not jeopardise the means of escape from the area.
- COSHH storage solutions must have suitable signage on them for the contents of the storage unit.
- Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).
- No more than 50 litres of highly flammable liquids or 250 litres of flammable liquids with a higher flashpoint of up to 55°C will be stored on site.

## GASES AND LPG

- Compressed gas cylinders shall be stored in a designated, ventilated secure stowage when not in use, observing segregation rules at all times.
- If LPG is present on Group premises, LPG cylinders shall be stored in a designated stowage in the open air, which shall satisfy the requirements of current legislation and best practice when not in use. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders, including acetylene. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable. Only those LPG cylinders in use or connected to equipment may be kept in work areas.

# HOT WORKS

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following:

- Soldering and brazing
- Welding and cutting
- Use of blow lamps
- Chemical processes

All hot work will be the subject of an assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

When conducting hot work:

- Appropriate firefighting provisions shall be available;
- Suitable control measures must be in place, such as PPE and RPE;
- All sources of fuel shall be removed prior to work commencing and good housekeeping must be in place;
- The area of the work shall be monitored on completion of the work until the risk of fire has been removed; and
- No hot work shall be conducted within 30 minutes of the end of the working day.
- All hot work shall be subject to a Safe System of Work approved by management prior to work commencing.

## **a. Soldering and Brazing**

The Group recognises the need to minimise exposure to solder flux fumes. This will be achieved by:

- Monitoring employees' exposure to solder flux fumes.
- Utilising a COSHH assessment to determine the potential health risks caused by exposure to solder flux fumes and deciding whether or not exposure is 'significant' and what precautions are needed to protect workers' health, including suitable health checks (health surveillance).
- Putting in place appropriate systems of work and controls, e.g. tip extraction, local extraction ventilation, to prevent or control exposure to solder flux fumes and keeping equipment in efficient working order.
- Providing adequate washing facilities.
- Informing the workforce of the potential health risks caused by working with solder flux fumes and the precautions to be taken.
- Training workers in the use of any control measures and protective equipment.
- In addition, the Group will report any instances of medically confirmed occupational asthma or dermatitis to the Health and Safety Executive in accordance with RIDDOR 2013.

## **b. Welding, Cutting and Burning**

- The hazards associated with welding operations are burns, damage to the eyes from ultra-violet radiation, electric shock, possible explosion, noise, fumes and gases. Welding operations are therefore only to be undertaken by trained and competent personnel.
- Adequate ventilation is to be provided. Where adequate ventilation cannot be achieved suitable respiratory protection will be provided.
- All welding operations are to be screened to protect persons working nearby. The use of portable screens will always be utilised.

- Welding and burning operations are only to be conducted in areas where there is no risk of fire due to the proximity of combustible materials, flammable liquids or flammable gases. An appropriate fire extinguisher is to be available prior to commencing the hot work and an inspection of the working area is to be conducted on completion to ascertain that no fire risk exists.

## HOUSEKEEPING

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will always be maintained throughout Group premises.
- All materials will be stored to reduce the risk injury to personnel and to minimise fire risk.
- Combustible materials will not be stored adjacent to heat sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of regularly.
- All spillages will be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

## LIFTING OPERATIONS AND LIFTING EQUIPMENT

The Group recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This will be achieved by:

- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998.
- Ensuring all those employees involved in lifting operations are suitably competent to perform the work and operate the equipment.
- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do.
- Ensuring the safe working load (SWL) is clearly marked on lifting machinery, equipment and accessories in order to ensure safe use. Where the SWL depends on the configuration of the machinery, it must be clearly marked for each configuration used and kept with the machinery. Safe working loads shall not be exceeded.
- Performing a risk assessment prior to any lift to identify the measures required to protect those involved with the lift.
- All lifting equipment must be thoroughly examined in accordance with any statutory examination requirements as set out in Regulation 9 of The Lifting Operations Lifting Equipment Regulations 1998 (LOLER).
- Equipment must be stored adequately,
- Effectively communicating to all personnel involved with the lift the established Safe System of Work.
  - a. Cranes including: Mobile cranes (including HIAB lorries), tower cranes, overhead cranes**
    - **All crane lifts shall be carried out under a Contract Lift.**
    - All work involving the use of cranes is to be carried out in accordance with BS 7121 Safe Use of Cranes.
    - All crane operations are to be properly planned by a competent person, appropriately supervised and carried out in a safe manner.
  - b. Telehandlers**

The Group recognises the need to ensure that all operations involving the use of fork telehandlers shall always be as safe as reasonably practicable. This will be achieved by adhering to the following:

- Telehandlers are only to be operated by suitably competent and authorised personnel.
- A risk assessment and safe working procedure will be established for all fork lift truck operations to protect those at risk.
- The carriage of passengers on a telehandler is strictly prohibited.

c. *Mobile Elevating Work Platforms (MEWPS) and Scissor Lifts*

- MEWPS and Scissor Lifts are only to be operated by suitably competent and authorised personnel.
- All MEWP and scissor lift operations are to be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

All lifting operations are to be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

## MANUAL HANDLING OPERATIONS

The Group recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided by use of a fork lift truck or other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- Employees will be adequately trained in correct manual handling techniques.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

## NOISE

- The Group aims to protect employees' hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005.
- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.
- At no time will the exposure limit value (ELV) be exceeded.
- All employees will use hearing protection provided for their protection.

## PLANT, WORK EQUIPMENT AND MACHINERY

- Only plant and work equipment that is correct and suitable for the job is to be used.
- Plant / equipment shall be maintained in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.

- Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be retained by the Group.
- Ensure any exhaust fumes are extracted suitably when using plant, work equipment and machinery,
- Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person and signed off.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where required all safety devices and guards will be operable and in use.
- All plant and equipment shall have its energy usage considered and monitored during its operation.
- All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to operate.

**a. Hired Plant / Equipment**

- Where required, plant / equipment will be hired as and when necessary from a reputable approved company.
- All reasonable precautions shall be taken to ensure that hired plant / equipment is safe to use.
- When plant / equipment is hired in for use by the Group, suitable instruction, training and demonstration of its safe use is to be provided by the hire company before it is operated by employees.
- If employees are not deemed competent to operate the hired plant or equipment, a competent operator will be obtained to operate that equipment.

**b. Hand / Small Tools**

- All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.
- All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.
- Site operatives are adequately trained in the use of hand / small tools.

## SLIPS, TRIPS AND FALLS

- Trailing leads and hoses should be avoided, when their use is unavoidable, they shall be laid to minimise the risk of trips. Cable protection shall be fitted when possible to reduce the risk of tripping.
- Suitable warning signage must be used where required.
- Floor coverings will be sound and in a good state of repair. All spillages will be cleared away immediately.
- All corridors, access/egress routes and stairwells shall be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will always be kept tidy and all rubbish will be removed at the end of each day.
- Suitable barriers shall be erected where applicable.

# STORAGE RACKING, MATERIALS STORAGE AND HANDLING

- All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- All storage racking will be regularly inspected by a competent person to ensure stability and integrity.

## UNDERGROUND / OVERHEAD UTILITIES

### Underground Utilities

The Group recognises the need to ensure that all operations involving situations where underground services may be found and disturbed shall be properly planned and suitable control measures implemented to ensure safe execution. This will be achieved by adhering to the following:

- Clearly identify the extent of the work area and find out what underground services are within the area before considering whether they are likely to be disturbed.
- Obtain all relevant up to date service drawings from utilities companies and other organisations with relevant information about the site.
- Survey the site to identify the services and other underground structures and record location of any services.
- Ensure sufficient time and sufficient resources are provided to carry out the work safely.
- All excavation works shall be carried out in accordance with HSG47 – Avoiding danger from underground services

### Overhead Utilities

The Group recognises the need to ensure that all operations involving situations where there is a risk of contact with overhead services shall be properly planned and suitable control measures implemented to ensure safe execution. This will be achieved by adhering to the following:

- Work may be carried out in close proximity to live overhead lines only when there is no alternative and only when the risks are acceptable and can be properly controlled.
- Any tasks involving work near overhead lines shall be carried out in accordance with HSE GS6 Guidance – Avoiding danger from overhead power lines.

All work involving potential contact with overhead and/or underground services shall be properly planned and will be subject to a detailed risk assessment in order to identify and implement appropriate control measures to ensure the safety of all personnel associated with the work.

## VIBRATION

In accordance with the Control of Vibration at Work Regulations 2005 management will ensure:

- Assessments are conducted to determine the risks from vibration to employees.
- Manufacturer's instructions must be referred to for the calculation for hand arm vibration or whole-body vibration,
- Monitoring of exposure to employees must be recorded,
- Where employees are likely to be exposed above the daily exposure action value (EAV) we will:
  - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and



- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are, take immediate action to reduce their exposure below the limit value.

## WASTE MANAGEMENT

The Group operate to the general requirements of ISO14001:2015 for environmental management.

- The Group is registered as a licensed waste producer / carrier with the Environmental Agency.
- The Group is not registered to carry dangerous or hazardous waste – this includes waste batteries or used electrical transformer oil.
- Where practicable, work will be planned and managed to minimise waste production.
- Recycling and reuse of materials and waste will be encouraged wherever possible.
- An assessment of the potential harm from exposure to waste materials will be undertaken to identify appropriate control measures to reduce the risk of harm occurring to personnel involved in handling waste materials.
- Waste materials will be removed under contract by a licensed operator, and where appropriate, in accordance with the Hazardous Waste Regulations 2005.

## WEATHER CONDITIONS

- Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking, or those who may be affected by, any work relating to the Group's activities whether in an office or on site. Particular consideration shall be given to the following activities:
  - Solar panel replacements
  - Working at height
  - Lifting operations
  - Opening and closing doors (Inverters, substations etc)
  - Driving in adverse weather conditions

## WORKING AT HEIGHT / WORKING ON FRAGILE SURFACES

### **a. General**

All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended).

The Group shall:

- Avoid work at height where they can.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.

The Group will ensure:

- All work is properly planned and organised.
- Those involved in work at height are trained and competent.
- Equipment for work at height is appropriately selected and inspected.
- The risks from fragile surfaces are properly controlled.

- The risks from falling objects are properly controlled.

#### **b. Scaffolding and Tower**

All scaffolds and towers shall be erected by fully trained, competent contractors (i.e. PASMA certified) in accordance with current legislation. Scaffolds and towers must be tagged and in date for use.

All scaffolds will be inspected by a trained and competent person and records of such inspections kept:

- Prior to use.
- After any substantial addition or dismantling.
- After alteration.
- After any event likely to affect its strength or stability; and
- Weekly.

Where practicable, hand-over certificates will be issued to the Group and a joint inspection carried out. Where portable tower scaffolding is to be used, only competent persons trained for erecting, dismantling and using the equipment will be used.

#### **c. Ladders and Stepladders**

- All persons using ladders and stepladders will be fully trained and aware of the hazards and risks.
- Ladders, including stepladders, used by the Group will be of the correct type and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.
- Ladder use should be avoided, except for short duration, low risk tasks.
- Ladders must conform to EN131.

#### **d. MEWPS**

- All work with Mobile Elevated Working Platforms will be carried out by fully trained operators with correct type and in date IPAF certification.
- Safety Harnesses will always be worn whilst work is being conducted from MEWPs.

## ENVIRONMENTAL MANAGEMENT

The Group will ensure that all staff are trained in the requirements for environmental management and are given information, instruction and training to ensure its implementation in all Group operations.

Current environmental legislation and the requirements of ISO14001:2015 will be regarded as setting the minimum standards of environmental performance for the Group, which will:

- Implement measures to ensure that the business makes the most economic use of transport. Sharing of Group vehicles will be optimised and travel to the Group premises will be minimised to reduce the Group use of fuel.
- Minimise waste through careful planning of design and use of materials.
- Attempt through its purchasing policies to eliminate or reduce the use of ozone depleting chemicals and timber sourced from forests that have not been independently certified as sustainable.
- Wherever possible attempt to use suppliers who are willing to take away packaging for re-use or recycling.

- Attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. The Group will also promote the use of energy efficient products and source its energy from safe and sustainable sources.
- In the office environment, use paper sensibly with increased use of electronic communication to reduce the need for paper use. Paper and cardboard will be recycled whenever possible.
- Check areas in which work takes place for endangered species, protected plant species, trees subject to a tree preservation order and protected archaeology before work takes place. Control measures will be introduced to reduce the environmental impact of Group work activities to a minimum and to comply with all environmental safeguards required.
- BSR will ensure they use environmentally sustainable products as and where possible.
- BSR will ensure all office and site-based plant and equipment is turned off when not in use.

## QUALITY MANAGEMENT

- Any documents written for use within the Group must be formatted as per the Group requirements.
- All policies, procedures, processes, forms, templates used within BSR must be uploaded centrally within the Group intranet (SharePoint).
- All documents uploaded onto the Group's intranet system must have details on:
  - Type of document
  - The author of the document
  - The document owner
  - The approver of the document
  - Revision date and number to ensure it's the most up to date version
  - Review details of document
- All documents must be approved before being used on the Group's intranet system.
- All documents must be reviewed annually by the document owners or any competent employees they nominate.

**Policy end.**