

***Group Health, Safety &
Environmental Policy***

**Health, Safety & Environmental Policy
For
Blanchard Wells**



Nick Roper

Reviewed: 3rd December 2024

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1. Health & Safety Policy Statement

BLANCHARD WELLS

GROUP-ST-02f

Group Health, Safety & Environment Policy Statement

Statement of commitment.

Blanchard Wells is committed to ensuring the protection of our employees, and others affected by our undertakings, from risks to their health, safety and wellbeing and of the community at large from risks to the environment.

This statement is a declaration of The Board's intent to set and maintain standards of health, safety and wellbeing performance across the company which will ensure your health and safety at work and the health and safety of others who may be affected by our work activities, as well protecting the environment from pollution and damage from our operations as a business.

Our employees are expected to support and further develop the company's management of health, safety and environment. The management system in place is regularly reviewed, updated when required and communicated to employees and others working on behalf of us.

To enable us to do this the board has set the following objectives:

1. We will, as a minimum, comply with all relevant health, safety and environmental legislation and industry standards and, wherever reasonably practicable, seek to adopt best practice.
2. We will provide visible leadership, leading by example and engaging at all levels of our organisation, and considering the health, safety and environmental implications of all our strategic decisions.
3. We will ensure continual improvement and the prevention of pollution and damage to the environment.
4. We will organise and maintain effective arrangements for the good management of health, safety and environment throughout the company and engage all our employees in these arrangements.
5. We will define and communicate everyone's health, safety and environmental responsibilities and required competencies clearly.
6. We will monitor our health, safety and environmental performance and review our systems for managing performance regularly.
7. We will ensure that the risks to the health, safety and environment of our employees and others who may be affected are properly assessed and controlled, including our contractors and suppliers.
8. We will consult our employees and ensure that competent advice and suitable training and resources are made available to assist them in performing their duties to promote health, safety and environmental protection.
9. We will report annually to you on our performance.

Health, Safety and Environmental Champion

The board has appointed our CEO as health, safety, and environmental champion for the business.



Nick Roper

Chief Executive Officer

Date: July 2024

Date of Next Review: July 2025

2. Responsibilities

2.1 Chairman / Chief Executive Officer / Directors / Associate Directors

- Ensure that the financial means for implementing the policy are available within the company, and to ensure that the policy is implemented at the head office and on site.
- Be aware of changes in Legislation, which affects the Company.
- Promote safe conduct of work generally, including minimising environmental impacts and promoting sustainable practices in operations.
- Set a personal example, including the use of protective equipment/clothing during site visits.
- Ensure that an authorised and effective Company policy for occupational health and safety and environmental management is maintained.
- Ensure that the means for implementing the policy are available within the Company, and to ensure that the policy is implemented at the head office and on site.
- Be aware of changes in Legislation, which affects the Company.
- Ensure that all plant sent to site is safe and efficient, that it is guarded and equipped with safety devices as appropriate and tested as necessary under the relevant health and safety legislation. Meets environmental standards for emissions and waste management.
- Check that periodic tests, inspection, and maintenance are undertaken.
- Ensure that all maintenance and repair work undertaken in the workshop or on site is done in a safe and environmental responsible manner, and that emergency repairs are dealt with promptly.
- Set a personal example, including the use of protective equipment/clothing during site visits.
- Ensure the Company's commitment to reducing waste, managing environmental impacts, and promoting energy efficiency across all projects.
- Ensure that the policy is reviewed and updated on an annual basis.
- Consult with the SHEQ Manager regarding HSE Regulations, ACO's & British Standards for Plant, Machinery, PPE, environmental compliance and Training Records.

2.2 SHEQ Manager

- Provide professional advice to the Health and Safety Director, Directors, Managers, and Employees on occupational health, safety, and environmental matters as they affect the Company's undertakings.
- Development and revision of safe systems of work, risk assessments, and environmental impact assessments.
- Inspect, monitor, and audit the health, safety, and environmental conduct of the Company and its employees, reporting findings and recommendations to improve policy implementation and compliance with health, safety, and environmental legislation.
- Investigate accidents, incidents, dangerous occurrences, and cases of ill-health or environmental damage that relate to the Company's undertakings.
- Advise on and conduct specific health, safety, and environmental training for all employees.
- Liaise with statutory and professional health, safety, and environmental organizations as required, ensuring the Company's environmental responsibilities are fulfilled.
- Pursue personal continuous professional development (CPD) by maintaining membership of relevant safety and environmental bodies and participating in relevant seminars and groups.

2.3 Contracts Manager

- Participate in the content and procedures in the Company Health, Safety and Environmental Policy and advise on and recommend amendments as necessary to ensure that current requirements are satisfied.
- Consult with the SHEQ Department regarding HSE Regulations, ACO's, British Standards for Plant, Machinery, PPE, and environmental sustainability. Machinery and PPE.
- Review the system instructions and the BWL Way periodically, but not less than annually and to amend or

add to these as necessary. Liaise on all such matters, with the Director responsible for health, safety, environment, and welfare.

- To ensure that every contract is planned so as to avoid risks to the health and safety of employees, or others who may be affected by the works.
- To ensure that each contract is subject to competent supervision throughout its execution.
- Ensure that responsibility is properly assigned and accepted at all levels.
- Review SHEQ Site Reports and ensure action has been taken to rectify unfavourable trends.
- Review accident investigation and satisfy himself that they come to a correct conclusion and that corrective action has been taken where appropriate.
- Determine at the planning stage:
 - *The most appropriate order of methods and working.*
 - *The provision of welfare facilities.*
 - *The identification of site-specific hazards and Environmental Aspects*
 - *Allocation of responsibilities from sub-contractors.*
 - *Necessary fire precautions.*
 - *Adequate first aid facilities.*
- Agree safe working methods with site management and contractors prior to the commencement of works on site.
- Set a personal example, including the use of protective equipment/clothing during site visits.

2.4 Site Supervisors

- To ensure that every contract is planned so as to avoid risks to the health and safety of employees, or others who may be affected by the works, whilst mitigating environmental impacts such as pollution, waste, and resource usage.
- To ensure that each contract is subject to competent supervision throughout its execution.
- To establish a system of communication with his engineers, foremen operatives whereby matters of health and safety are dealt with expeditiously.
- To liaise with the Contracts Manager on matters of Health and Safety.
- To carry out his responsibilities under the Company's Health, Safety and Environmental Policy effectively.
- Ensure that where practicable all Foremen are available for and involved in SHEQ Site Reports.
- Ensure that all access ways into and from the works (roads, footpaths, etc.) are maintained in a safe condition and are adequately treated during severe weather (sanded or salted during ice or snow).
- Ensure all site personnel / operatives have the correct training and in date certification to enable them to carry out their tasks.
- Ensure that all personnel under supervision are working in a safe and environmentally responsible manner, minimising risks to health and safety and reducing environmental impact.
- Ensure that plant and equipment is maintained and used in an orthodox, environmentally friendly and safe manner.
- Ensure that any cranes or lifting appliances used have current and adequate test certificates.
- Ensure that weekly all plant and equipment inspections are carried out and that entries in register (or equivalent) are kept up to date.
- Ensure that excavations are checked regularly and left in a safe condition during non-working hours.
- Ensure that personal protective equipment is always available.
- Ensure that adequate firefighting procedures are established on site.
- Ensure that first aid facilities are established and available on site.
are observed on all works under his control.
- To monitor the performance of operatives and make recommendations regarding their training needs.
- To carry out safety, health and environmental inspections of the areas under his supervision and report his

findings to the Site Management team.

- Inform all operatives of known risks and constantly monitor for unknown hazards.

2.5 Surveyors, Foreman, Operatives & Plant Operators.

- Make themselves familiar with and always conform to the Company's Health, Safety & Environmental Policy.
- Always observe all site rules.
- Only carry out works / operate equipment that they have been trained to do so.
- Where applicable, to wear the appropriate safety equipment and always use the appropriate safety devices.
- To conform to the instructions given by Site Management, in respect of safe methods of working with consideration given to the environment.
- Report all accidents, environmental incidents, or damage of Company property to the Supervisor.
- Report all safety hazards to the Supervisor and any suggestions that might improve the safe environment for himself and his fellow workers.
- Refrain from altering or adapting any items of plant or equipment.
- Refrain from operating or using any vehicle or item of plant unless they are trained and certified.
- Refrain from fighting, horseplay, and abuse of welfare facilities.
- Co-operate in the investigation of Incidents / accidents.
- Set a personal example.
- Undertake works exactly as instructed using approved Company methods.

2.6 All Employees

- It shall be the duty of every employee while at work: -
 - To take reasonable care of health, safety and environmental responsibility, and that of other persons who may be affected by his acts or omissions at work, and
 - As regards any duty or equipment imposed upon his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, welfare or environmental protection in pursuance of any of the relevant statutory provisions.
- All personnel engaged on our sites are required to wear all Site-Specific PPE as instructed by the Site Management.

2.7 Specialists/Sub-Contractors

- Shall observe the Company's Health, Safety and Environmental Policy and the instructions given by persons enforcing the Company's minimum standards.
- Shall not work for the Company until the relevant rules are read, understood, and accepted.
- Shall not work for the Company unless covered by adequate insurance against risk.
- Shall accept the Company SHEQ inspection reports and when necessary, take immediate remedial action and constantly liaise with site management.
- Shall wear site specific Personal Protective Equipment (PPE) and any other specific item of protective equipment when so directed by the Company.

2.8 Client's role within CDM Regulations 2015, and affiliation to Blanchard Wells.

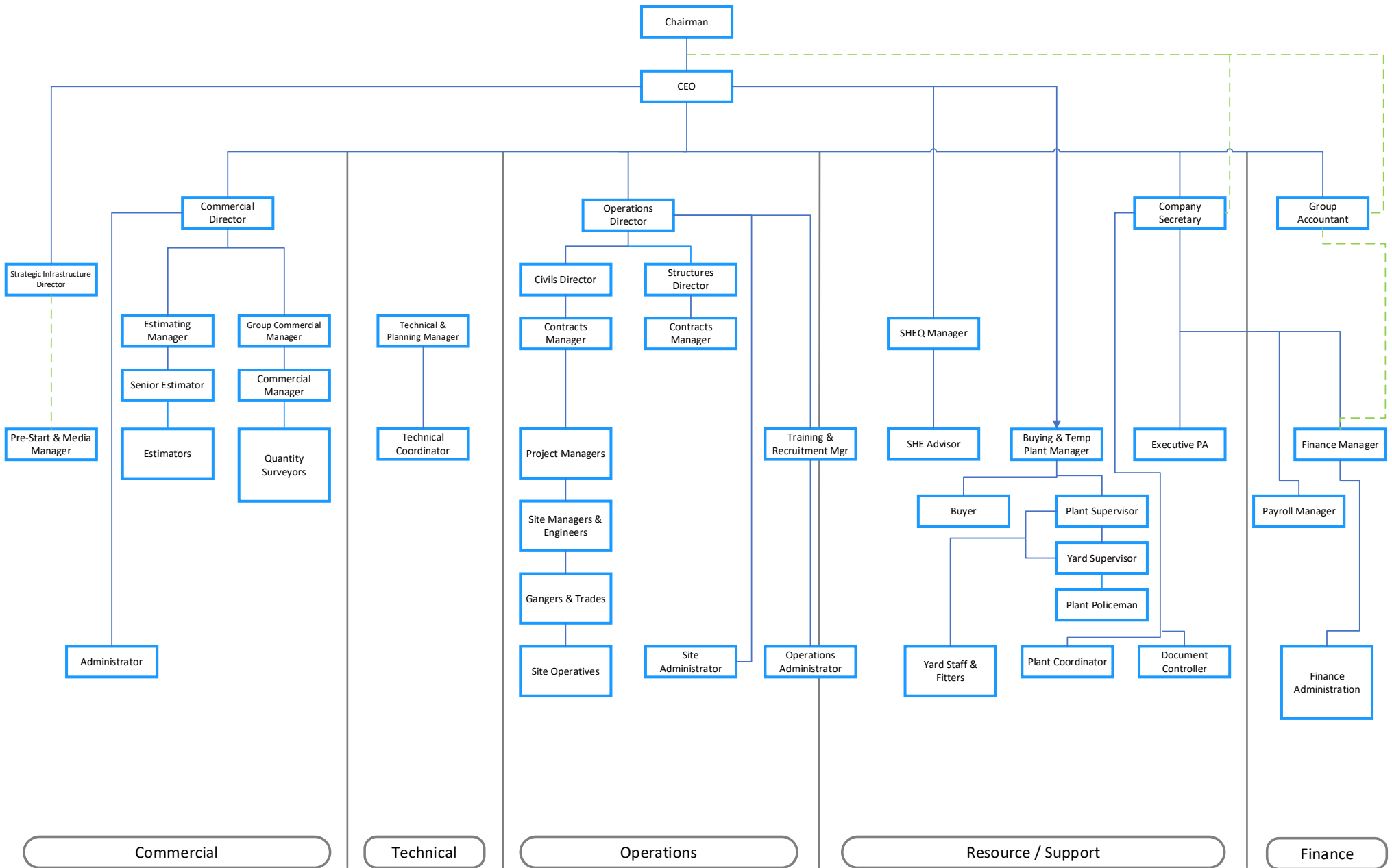
- Ensure that suitable management arrangements are made for the project.
- Select & appoint a competent and resourced Principal Designer.
- Select & appoint Blanchard Wells as a competent Principal Contractor.
- Notify the relevant enforcing authority of certain projects (notifiable).

- Ensure sufficient time and resources are allowed for all stages of the project.
- Provide the pre-construction information (PCI) to the designers and contractors.
- Verify the sufficiency of Blanchard Wells' Construction Management Plan (CMP) prior to construction commencement.
- Verify that suitable welfare facilities are in place prior to construction commencement.
- Contractor training - Ensure the necessary information, instruction and training is received and appropriate supervision is provided to comply with the regulations.
- Ensure co-operation and co-ordination between the client's employees and client contractors with the project contractors where the client's work activities overlap the construction work and to enable others to perform their duties.
- Subsequent to receipt of the health and safety file from the Principal Designer, maintain the information up to date and provide access to any person who needs to see it for health and safety purposes.

2.9 Blanchard Wells acting as Principal Contractor for their area of works.

- Blanchard Wells will ensure the following obligations identified by the Construction (Design & Management) Regulations 2015 and other applicable legislation is complied with: -
 - (a) To develop the initial Pre-Construction Information into a working project document, ensuring that it contains all the necessary information.
 - (b) To ensure, so far as it is reasonably practicable to do so, that every contractor and all persons at work on the site comply with the provisions of Blanchard Wells developed Construction Management Plan and any specific rules or requirements contained therein.
 - (c) To take reasonable steps to ensure that all contractors (including the self-employed) co-operate as far as is necessary to enable each of them to comply with relevant statutory provisions.
 - (d) To allow only authorised persons into the site where construction work is being carried out.
 - (e) To obtain from other contractors engaged to work on the project details of their risk assessments for health, safety and environmental controls and details of how they intend to manage any of their works that carry any risk.
 - (f) To ensure that the details contained in any notice given to the Health & Safety Executive are displayed on site where it can be seen.
 - (g) To give to the Principal Designer any information that we have, or can readily obtain, which is needed for inclusion in the health and safety file.
 - (h) To ensure that any designers or contractors appointed are competent.
 - (i) To monitor the SHEQ performance of persons or companies working on the project.
 - (j) To give to every contractor information on the risks to the health and safety of employees and environmental consideration for the project, or the construction work contained in the project, will bring about.
 - (k) To ensure, so far as it is reasonably practicable to do so, that all employees have received proper information and training as is required by any other legislation, together with information about risks to their health and safety on the project and any potential environmental impacts.
 - (l) To ensure that everyone working on site has the opportunity to discuss and to make known their views on health, safety and environmental matters that might affect them, and to co-ordinate all such views.
 - (m) To ensure the project has been notified to the Health and Safety Executive by the Client / Principal designer means of the form F10, when required, and to ensure a copy of the F10 is displayed on the project site.

3. Blanchard Wells Structure HS&E inclusive.



4. Policy Objectives

Blanchard wells has committed to establish, implement, and maintain planned policy objectives for the following:

- To address risks and opportunities created by the Company's activities.
- To address aspects and impacts created by the Company's activities.
- To address legal and other requirements that challenge the business.
- To prepare and respond to emergency situations.
- To integrate and implement the SHEQ management processes into other business processes.
- To evaluate the effectiveness of our collective actions.
- To continually improve our systems and operations.

It is the responsibility of Senior Management to ensure the objectives identified are consistent with our other policies and the achievement of the objectives demonstrate a continual improvement of health, safety and environmental management performance for all the Company's undertakings. This can only be achieved by Senior Management demonstrating strong and active leadership, notwithstanding other pressures the business may be experiencing.

To assist the organisation in meeting our objectives, we have adopted the requirements of ISO 45001:2018 and 14001:2015.

All employees and contractors have a duty to assist the Company in achieving its planned objectives, by the actions they take during their interaction with the Company.

5. Arrangements

5.1 Abrasive Wheels

- 5.1.1 Only suitably trained staff are to operate.
- 5.1.2 Reference must be made to appropriate method statements and risk assessments before work commences.
- 5.1.3 Equipment must be visually checked before use, and any suspected defects reported before use.
- 5.1.4 Equipment must be maintained and used in accordance with manufacturers recommendations.
- 5.1.5 The correct PPE must be always worn when using this machinery.
- 5.1.6 The most common cause of accidents using this machinery is because of incorrect mounting. The following procedures must be observed by all operatives:
- 5.1.7 No person shall mount a wheel onto a spindle unless proper training has been given and a certificate of competence has been issued to the operative concerned. The site agent must keep a record of all certificates issued in the site file.
- 5.1.8 A proper guard must be always fixed to the machine. The guard must cover the whole of the wheel or disc, except for the part exposed to the work.
- 5.1.9 Reinforced discs for cutting stone, concrete, brickwork etc., should be used on portable machines and mounted between the following flange sizes:
 - Over 100mm and up to 230mm = 39mm minimum.
 - Over 230mm = Not less than 1/3 the diameter of the wheel.
- 5.1.10 For cutting metal on fixed machines, flange sizes may be reduced to 1/4 of the diameter of the wheel.
- 5.1.11 Depressed centre wheels/discs with a reinforced resin bond are used on portable grinding machines for dressing the face of a work piece. These may also be used for cutting off.
- 5.1.12 All discs must be stored flat in a dry room. Hanging them on a nail is not permitted.

5.2 Accident / Incident / Near Miss (Event) Reporting and Investigation

- 5.2.1 All accidents, incidents (including environmental, violence and property damage) and near misses will be recorded on Blanchard Well's Events Register.
- 5.2.2 Where a serious accident, incidents or near miss occurs, an investigation will be undertaken, led by the QHSE Department, supported by the senior manager of the project involved. Appropriate corrective actions will be undertaken, and lessons learnt communicated across the organisation, when appropriate. Until the root cause of the accident or near miss is identified, work will cease on the task in hand.
- 5.2.3 Accidents, Dangerous Occurrences and Occupational Diseases are reportable under the requirements of RIDDOR: 2013, as appropriate.
- 5.2.4 All events are continuously monitored and reported on monthly, whereby lessons learnt, and trends are reviewed by senior management (monthly Board Meeting and weekly Contract Manager's meeting). This ensures that preventive actions are implemented to reduce future risk and as part of continual improvement.

5.3 Alcohol and Drugs Policy

- 5.3.1 No alcohol is to be consumed during working hours.
- 5.3.2 No employee is permitted to attend work whilst under the influence of alcohol whether or not that alcohol has been consumed outside of working hours.
- 5.3.3 Anyone who is considered to be under the above influence, will be asked to leave site.
- 5.3.4 Being under the influence of drugs or alcohol to the extent that the employee is deemed unfit to carry out their duties, will be regarded as gross misconduct.
- 5.3.5 Conduct outside working hours or a conviction for an offence due to the influence of alcohol or drugs which damages the reputation of the company, undermines the employer's confidence in the employee or adversely affects the employee's relationship with colleagues, may also be regarded as gross misconduct.
- 5.3.6 Where an employee must drive to carry their duties, and the employee is disqualified from driving for an alcohol or drug related offence, the company may construe that offence as gross misconduct.
- 5.3.7 It is a criminal offence under the relevant Statutory Provisions to use, possess or deal in any controlled substances.
- 5.3.8 Any employee found carrying out any of the above activities on company premises, on company business or at places of work in connection with its undertaking during working hours, may be regarded as having committed an act of gross misconduct.
- 5.3.9 The company reserves the right to call the police in any case it may deem necessary.

5.4 Asbestos

- 5.4.1 The company has a 'stop work' policy should any worker suspect that they have found an asbestos containing material during their work. If during the progress of the works, such as demolition a material is discovered resembling asbestos, all activity in the area must cease until the material has been analysed. Guidance must be sought on methods of encapsulation and/or removal.
- 5.4.2 No asbestos should be removed from site unless a HSE Licensed Contractor is appointed and used.
- 5.4.3 Before any major demolition works are undertaken, Blanchard Wells will ask the client to carry out an asbestos survey to identify the location and type of any asbestos in the premises.
- 5.4.4 All operatives have received informal asbestos awareness training in the form of toolbox talks.
- 5.4.5 Sampling.
 - a If during the progress of the works, such as demolition a material is discovered resembling asbestos, all activity in the area must cease until the material has been analysed. Guidance must be sought on methods of encapsulation and/or removal.
 - b For purposes of taking samples for analysis, the person undertaking the work should be competent and use the following procedure:
 - c Ensure that all operatives in the area are made aware of the presence of the material and are kept well clear of the area.
 - d Taking care to minimise the disturbance, and using a high efficiency, disposable respirator, carefully place a sample in a self-sealing polythene bag.
 - e The exposed material should be dampened down using a fine mist spray or pva emulsion and

- covered with polythene sheeting.
- f The contaminated area should be fenced off and warning signs erected.
 - g Management should ensure that the sample is analysed, and results obtained in as short as possible time.
 - h DO NOT ALLOW ANY PERSON INTO OR NEAR THE CONTAMINATED AREA UNTIL THE AREA HAS BEEN CLEARED WITH REGARD TO SAFETY.

5.5 Cartridge Operated Fixing Tools (COFT)

- 5.5.1 Only Operatives who are certified and experienced in the specific item of plant are authorised to operate it.
- 5.5.2 Reference must be made to appropriate method statements and risk assessments before work commences.
- 5.5.3 Equipment must be visually checked before use, and any suspected defects reported before use. Equipment must be maintained and used in accordance with manufacturers recommendations.
- 5.5.4 The correct PPE, Eye protection, safety helmet and hearing protection, must be worn when using a COFT.
- 5.5.5 No person who is colour blind is allowed to use a COFT.
- 5.5.6 Always check that a COFT is not loaded before handling.
- 5.5.7 Always ensure that the correct propellant charge is being used.
- 5.5.8 Ensure that loading takes place with the barrel facing away from you and other persons.
- 5.5.9 Never place your hand over the barrel.
- 5.5.10 Do not walk around the site with the COFT loaded.
- 5.5.11 All misspent cartridges must be immersed in water to render them harmless. Never throw into waste bin or skip for removal.
- 5.5.12 A COFT should never be used in an environment where there is a risk of explosion or fire due to flammable dust or vapour.
- 5.5.13 Ensure that tools and cartridges are safely locked away. Issuing of this type of tool for site use will be under the strict control of the site agent.

5.6 Chain Saws

- 5.6.1 Only Operatives who are certified and experienced in the specific item of plant are authorised to operate it.
- 5.6.2 Reference must be made to appropriate method statements and risk assessments before work commences.
- 5.6.3 Equipment must be visually checked before use, and any suspected defects reported before use. Ensure that the stop switch is properly marked and is functioning properly. Ensure that guards are in position and in good repair and that all external nuts and bolts are secure. Equipment must be maintained and used in accordance with manufacturers recommendations.
- 5.6.4 The correct PPE, protective trousers incorporating ballistic nylon or similar, together with safety boots, protective spats, ear protection, eye protection, safety helmet and appropriate gloves must be always worn when using this machinery.
- 5.6.5 Cut only at full power and never above shoulder height. To avoid possible health risks associated with vibration, change vibration mounts at least every 500 hours.
- 5.6.6 Chain saws must never be used in confined spaces due to the inherent risks associated with fumes from the engine.

5.7 Compressed Air Tools

- 5.7.1 Only Operatives who are certified and experienced in the specific item of plant are authorised to operate it.
- 5.7.2 Reference must be made to appropriate method statements and risk assessments before work commences.
- 5.7.3 Equipment must be visually checked before use, and any suspected defects reported before use. Equipment must be maintained and used in accordance with manufacturers recommendations.
- 5.7.4 The correct PPE must be always worn when using this machinery.

- 5.7.5 Compressed air hand tools are driven by air under high pressure and can, if misused, cause serious injury even death.
- 5.7.6 The following system of work must be always followed:
- The compressor must be under the control of the site agent. It must be placed outside buildings to minimise the possibility of exhaust build up.
 - All guards for the v belt pulley and pulley drive must be kept in position.
 - The oil feed to the airline must be kept topped up.
 - When running, the compressor side doors must remain closed, to reduce noise emission.
 - Air receivers must be marked with means of identification and with the safe working load. They must be fitted with a safety valve, pressure gauge, drain cock and manhole.
 - Air receivers must be regularly cleaned. Regular examination and maintenance must be undertaken by a competent person.
 - All hoses must undergo regular inspection. The hoses must be kept as short as possible and kept clear of traffic routes. Hoses must be always kept in a clean condition.
 - All connections must be properly clamped, and safety devices properly installed to prevent "blow off".
 - Never crimp a hose for a temporary shut off, the air supply should be shut off at the compressor valve.
 - All air tools must be properly maintained. They require clean air and proper lubrication. In every airline there should be an efficient filter and lubricator.
 - Good ventilation is necessary when using air tools.
 - When using a concrete breaker, ensure that the retaining pin is securely fixed in position; this will prevent the point from falling out. Never use worn points, which tend to slip.
 - All jack hammers require noise attenuation systems.

5.8 Confined Spaces

- 5.8.1 Only trained and certified staff are to undertake confined space working.
- 5.8.2 Reference must be made to appropriate method statements and risk assessments before work commences.
- 5.8.3 Work in the following areas is considered as confined space working: -
- Basements
 - Roof voids
 - tanks
 - ducts
 - Bore holes
 - Inspection chambers
 - Inspection pits
 - Sewers
 - Pipelines
- 5.8.4 The hazards may be:
- Limited access and egress
 - Lack of oxygen
 - Presence of toxic or flammable gases
 - Flash floods
 - Any possibility of injury such as a fall from height.
- 5.8.5 The risks involved in working in a confined space are serious and can include:
- Physical Injury, generally caused by tools or other articles being dropped onto men working below, or people tripping or falling in the confined space. To reduce the possibility of these occurrences, it may be necessary to wear lifelines or harnesses.

- Dangerous atmospheres can arise from lack of oxygen, or when flammable/toxic gases are present. Lack of oxygen will cause unconsciousness, and toxic gases will cause dizziness and nausea. Flammable gases are explosive and gas meters must be used when their presence is suspected.
 - Sewers can be subject to sudden rises in water level, or a sudden breeze can create a hazardous atmosphere.
 - Bacterial infection such as Weils disease is a common hazard when working in a sewer. Any feeling of influenza, with a severe headache should receive immediate attention from a doctor. The doctor should be informed of the type of work that the operative has been undertaking.
 - Radioactive matter may be discharged into a sewer from hospitals, laboratories, or industrial plants. These discharges are normally very small and under the control of an enforcing authority. However, uncontrolled discharges of this kind of material can never be "ruled out".
- 5.8.6 The following system of work will be adopted during all confined space working is undertaken: -
- The site agent will be always on site to supervise and control the activity. No operative will be left alone in a confined space.
 - The atmosphere in the confined space will be tested to ascertain oxygen deficiency, or the presence flammable/poisonous gases.
 - The work area must be constantly tested and be purged with compressed filtered air to sustain a breathable atmosphere.
 - No smoking will be permitted in the area.
- 5.8.7 In case of emergency the following must be available: -
- A tripod with a winch capable of raising an operative.
 - Sufficient safety harnesses and rope.
 - Intrinsically safe lighting such as hand torches.
 - At least one set of breathing apparatus.
 - An audible alarm.
 - Adequate first aid facilities.
- 4.8.8. Other matters which must be given thought include: -
- The suitability of the persons who will undertake the work.
 - The degree of training necessary to cover atmospheric testing and rescue procedures.
 - Precautions to cope with flash floods.
 - Precautions to be taken to prevent bacterial infection.

5.9 COSHH

- 5.9.1 The hazards and risks for all substances used by the company are assessed and detailed in individual COSHH assessments. These are referenced on the appropriate method statement for the relevant task.
- 5.9.2 Staff must be made aware of the COSHH assessments and their understanding of them confirmed.
- 5.9.3 All required PPE and safe methods of working must be available before use of hazardous substances commences.
- 5.9.4 All equipment used for control purposes, such as local exhaust systems, respiratory equipment must be examined regularly, with records kept.

5.10 Electrical Safety

5.10.1 Underground and overhead cables

- Contact with underground and overhead cables can cause serious injury or fatality, the following are just a few examples of common contact methods: -
 - Contact with machine, bucket, or excavator arm.
 - Contact with hoist rope.

- Contact with scaffold tube.
- Contact with dumper or tipper truck during tipping.
- Contact with metal ladder or access platform.
- The main methods of injury to persons can be either through primary direct contact:
- Direct contact of person with power line while operating a mobile working platform at high level.
- Direct contact of person due to line falling after being struck by a machine.
- Or Secondary indirect contact
- Indirect contact of person getting too near to a line and creating an arc or "flashover".
- Indirect contact of person due to a contact with a power line and a scaffold tube.
- It is imperative on all projects that a proper and sufficient site survey is undertaken to establish the location of any underground or overhead power lines.

5.10.2 Stringent control measures must be adopted when working in the location of overhead power lines which can vary from phased shutdowns to the location of substantial barriers. When constructing barriers it is important to include the appropriate posting of warning notices with particular emphasis on warning all plant operators of the height restrictions. In any case close liaison with the electricity supply company will form an important part of any control and emergency methods adopted. Underground cables are equally as dangerous and similar control measures are appropriate to avoid contact. Further hazards are peculiar to underground cables, in that it is important to locate their whereabouts prior to excavation works. When undertaking excavation works always:

Obtain relevant information from the employer, in the form of location plans produced by the statutory undertakers and permit to dig from Main Contractor

- 5.10.3 Carry out further investigation using a CAT scanner or similar. Machine digging not to be carried out within 500mm of cable.
- 5.10.4 Where hand digging is required, expose the cable run and clearly mark its location using high visibility tape and warning signs.
- 5.10.5 Under no circumstances take risks with buried services, if in doubt contact the utility undertaker and get the line de-energised before work commences.
- 5.10.6 Site electricity supplies.
 - a All electricity supplied for use on site must have a maximum voltage of no more than 110v. All plugs, sockets and couplers must be waterproof and sprayproof.
 - b All temporary site supplies must be tested and commissioned by the installer, who should supply a "completion certificate". This certificate should be kept in the site health and safety file.
 - c Site electrical supplies must undergo regular maintenance checks as in fixed premises such as offices. The checks should be undertaken by a competent person and records of all checks kept in the health and safety file.
- 5.10.7 Electrical installation
 - a All electrical work must be undertaken by qualified electricians. Unauthorised tampering with an installation or electrical equipment will result in instant dismissal. The changing of a plug will be permitted under supervision. When undertaking electrical installation, the following is good practice and should be used as a general "rule of thumb".
 - b the system must be correctly earthed, and the correct fuses or circuit breakers used.
 - c Where possible isolation switches should be the lockable type.
 - d Every joint in the system must be of safe construction and must be passed by a competent person.
 - e All electrical conductors must be properly insulated. Where cables are not ducted or buried, signs must be posted indicating the cable's voltage and that the cable is live. The location of the nearest isolation switch should also be signed.
 - f When working on existing installations the system should be de-energised prior to commencement.

- g Where it is not possible to de - energise the system a "permit to work" system must be instigated.

5.11 Electrical tools and equipment

- 5.11.1 All electrical tools and equipment brought to site must have certification to prove it has been properly maintained and tested. This must be stated to hire companies when ordering hire equipment.
- 4.11.2 All portable hand tools must be 110v, except by express permission from the site agent where an 110v supply is totally impracticable.
- 4.11.3 All operatives are to be trained so that defective electrical equipment is reported to the site agent and under no circumstances must it be used.
- 4.11.4 Trailing electrical supply leads will be always kept clear of access routes.
- 4.11.5 All efforts should be made to keep cables and electrical equipment out of particularly wet areas.

5.12 Excavations

- 5.12.1 All excavations must be inspected daily by a competent person. The inspection should be carried out at the beginning of a shift to ensure the safety of personnel before work commences.
- 5.12.2 To prevent machinery such as dumpers from over running into the excavation, stop blocks or railway sleepers should be placed at the excavation edge. Caution must be taken when approaching an excavation while driving mobile plant, a vehicle can collapse the side of an excavation if it gets too close to the edge.
- 5.12.3 All excavation work must be either battered back to a safe angle of repose, or have the sides supported to prevent the possibility of an uncontrolled collapse.
- 5.12.4 All excavations should be thoroughly inspected 1 out of every 7 days. A report and results of the examination should be filed in the site excavation log.
- 5.12.5 Edge protection must be considered for ALL excavations regardless of depth.

5.13 Fire

- 5.13.1 The company will follow the fire plan implemented, for the site being worked on.
- 5.13.2 Where an existing fire plan is not in place, the company will undertake a fire risk assessment and prepare a plan.
- 5.13.3 The fire plan will be made clear to all staff, sub-contractors, and visitors at induction.
- 5.13.4 A competent person will be appointed as fire safety officer at each site.
- 5.13.5 A fire risk assessment and fire plan will be undertaken at the company's head office.
- 5.13.6 Appropriate firefighting equipment will be made available.
- 5.13.7 Regular fire evacuation practices will be carried out.

5.14 First Aid

- 5.14.1 Blanchard Wells will ensure that as Principal Contractor or through liaison with the Client / Principal Contractor, all its employees will have the appropriate access to first aid facilities.
- 5.14.2 The company will ensure trained first aiders are always available.
- 5.14.3 First aid facilities will be provided at all sites.
- 5.14.4 If operatives are injured during their work the Blanchard Wells Trained First Aid person, or Appointed Person, will administer treatment, as required. Alternatively, he/she will arrange for treatment.
- 5.14.5 Blanchard Wells will always keep the Client and principal contractor informed of operatives who must be removed from the site for treatment.
- 5.14.6 The reporting of all accidents or incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) shall comply as appropriate.

5.15 Forklift Trucks

- 5.15.1 Only Operatives who are certified and experienced in the specific item of plant are authorised to operate it.
- 5.15.2 Reference must be made to appropriate method statements and risk assessments before work commences.
- 5.15.3 Equipment must be visually checked before use, and any suspected defects reported before use. Equipment must be maintained and used in accordance with manufacturers recommendations.
- 5.15.4 The correct PPE must be always worn when using this machinery.

5.16 Gin wheels

- 5.16.1 Only Operatives who are certified and experienced in the specific item of plant are authorised to operate it.
- 5.16.2 Reference must be made to appropriate method statements and risk assessments before work commences.
- 5.16.3 Equipment must be visually checked before use, and any suspected defects reported before use. Equipment must be maintained and used in accordance with manufacturers recommendations and have a current certificate.
- 5.16.4 The correct PPE must be always worn when using this equipment.
- 5.16.5 Wheels must be secured to a horizontal tube which includes 2 fixings or anchor points, using load bearing couplers. Tripod supports must incorporate counterweights that are three times heavier than the load to be lifted.
- 5.16.6 Only safety hooks are to be used, which must be tested and certified. Bent steel rod is not a safety hook!
- 5.16.7 The hoist rope must be in good condition, not frayed or knotted.
- 5.16.8 All gin wheels and gear are to be inspected weekly by a competent person, and a report logged in the site file.
- 5.16.9 All lifting equipment should have a test and thorough examination certificate prior to being used.

5.17 Induction

- 5.17.1 All staff undergo induction training when commencing employment with the company. This includes: -
 - a All matters relating to health & safety including issue of a copy of the H&S policy.
 - b All other matters relating to their employment.
- 5.17.2 At the start of work on a site, all staff, sub-contractors, and visitors will undergo site specific induction. This will include: -
 - a Company health & safety policy.
 - b Site specific hazards and associated risks.
 - c Task specific Method statements and risk assessments.
- 5.17.3 All staff will sign to confirm their understanding of inductions.
- 5.17.4 Competency of staff for the tasks involved will be confirmed at the induction.

5.18 Ladders

- 5.18.1 All ladders must be secured to prevent slipping. The ladder can be secured in one or a combination of the following:
 - At the top on both stiles.
 - At or near the base at both stiles
 - By a person footing the ladder, standing on the bottom rung.
- 5.18.2 All ladders must extend 5 rungs above its landing place, or an alternative hand - hold must be provided.
- 5.18.3 A ladder should be angled at 75 degrees. (1 out and 4 up)

- 5.18.4 Timber ladders should not be painted, which can hide defects. This rule can be broken only if the painting forms part of a safety colour code system, in any case the ladder should never be painted in its entirety.
- 5.18.5 Landing places should be provided at a distance not greater than 9m when using a series of vertical ladders.
- 5.18.6 Where ladders pass through openings, they (the openings) should be kept as small as is reasonably practicable.
- 5.18.7 Only 1 person should use a ladder at a time.
- 5.18.8 All ladders should be inspected and recorded frequently for wear and damage. Defective ladders should be decommissioned.
- 5.18.9 A ladder should not be used as a working platform. Unless the task is of very short duration.
- 5.18.10 All ladders should be of an industrial grade EN131.

5.19 Manual Handling

- 5.19.1 Mechanical handling should always be used where possible before manual handling becomes necessary.
- 5.19.2 There is a general rule that loads up to 20 kg do not require a manual handling assessment. BW recognises that manual handling of loads under this weight can still be hazardous, and require scrutiny if injuries are to be avoided.
- 5.19.3 For loads over 20 kg where there is a foreseeable risk, the Site Supervisor must carry out a manual handling assessment and ensure that the person or persons undertaking the task are fully informed and fit enough not to risk injury
- 5.19.4 All employees undertaking manual handling must be informed of the risks, and the control procedures to be adopted by them.
- 5.19.5 A copy of the manual handling Assessment and guidelines is included in Site Health and Safety Documents for all Projects.
- 5.19.6 All BW site operatives are required to attend a Manual Handling Course. Certificates of attendance will be produced on request.

5.20 Mobile Elevated Work Platforms

- 5.20.1 Only Operatives who are certified and experienced in the specific item of plant are authorised to operate it.
- 5.20.2 Reference must be made to appropriate method statements and risk assessments before work commences.
- 5.20.3 Equipment must be visually checked before use, and any suspected defects reported before use. Equipment must be maintained and used in accordance with manufacturers recommendations.
- 5.20.4 The correct PPE must be always worn when using this machinery.

5.21 Monitoring of Health & Safety Performance

- 5.21.1 It is the responsibility of the Director Responsible for Health and Safety (CEO) to review the organisations health and safety policy, procedures and performance which will be undertaken by the Health and Safety Manager.
- 5.21.2 This will be carried out via an annual review of the policy and procedures, with the support of the H&S Manager.
- 5.21.3 Managers will carry out spot checks on staff to ensure safe working practices are being used. These will not be recorded but will be used to ensure the suitable and sufficient supervision of workers and identify any training needs. Any concerns raised are discussed and minuted during the Contract Manager's Meeting.
- 5.21.4 Safety representatives, managers and internal health and safety professionals will carry out workplace inspections. The SHEQ department complete unannounced "moment in time" inspections. These will be recorded and used to identify best practices, safe working practices, poor

working practices (recorded as non-conformance), and minor observations for improvement.

- 5.21.5 All team meetings will have Health and Safety, as permanent agenda item, so that staff can formally raise issues, record and good H&S practices or areas for improvement. Also, when new risk assessments have been made. Any health and safety issues will be forwarded to the Director responsible for health and safety.
- 5.21.6 A monthly review of staff training requirements (including CIS) is carried out during the Board Meetings and Contract Manager meetings.
- 5.21.7 All managers with responsibility for staff and operations will from time to time have to discuss health and safety matters at their one-to-one meetings with senior managers.
- 5.21.8 All accident and incident reports will be reviewed to see if there are any common themes, or to ascertain why an incident occurred. Collating ill health absences may identify work related symptoms.

5.22 Non-English-Speaking Employees

- 5.22.1 The company recognises the importance of both verbal and non-verbal communication requirements to everyone connected with the organisation.
- 5.22.2 It is therefore the intention of the company to ensure that all communication barriers are addressed when employing the services of non-English speaking personnel.
- 5.22.3 These barriers to communication will be dealt with by written, pictorial and verbal dialogue in a way that ensures that policies, procedures, and requirements of BW are understood, implemented, and maintained.
- 5.22.4 The company will ensure the right to work in the UK of all non-UK citizens prior to starting employment.

5.23 Office Safety

- 4.23.1 The company provides office safety awareness to staff.
- 4.23.2 The company undertakes regular office risk assessments and takes corrective action as appropriate.
- 4.23.3 The company undertakes regular office fire risk assessments and reviews the fire plan as required.
- 4.23.4 Assessments and training on the safe use of computer workstations is undertaken as per the requirements of the Display Screen Equipment) Regulations 1992.
- 4.23.5 Staff are requested to report any defective piece of equipment or furniture as soon as it is discovered.
- 4.23.6 All office electrical equipment is PAT tested as appropriate.

5.24 Personal Hygiene

- 5.24.1 The company recognises that good personal hygiene practice is important in ensuring a safe and healthy place of work. It is particularly important that high standards are maintained where employees are exposed to substances or conditions which may be hazardous to health.
- 5.24.2 Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace and for ensuring compliance with the working arrangements for achieving this requirement. Where problems are identified in working arrangements or facilities or with health and safety of the individual, these must be reported to a responsible person immediately.
- 5.24.3 Employees must make full and proper use of the welfare facilities which are provided to assist in achieving the required standards of personal hygiene.
- 5.24.4 Employees are required to wear personal protective equipment and clothing specified in method statements and assessments.
- 5.24.5 All staff will observe the following guidelines on personal hygiene will minimise health and safety problems: -
 - Before starting work, check that there are no signs of skin irritation or open wounds.
 - Cover open wounds with suitable waterproof dressings and ensure that existing dressings are clean before starting work.

- Avoid direct contact with hazardous substances at work.
- Ensure that protective clothing is clean, changed when necessary and regularly washed where appropriate.
- Ensure that protective clothing is repaired or replaced where necessary.
- Observe the rules regarding eating, drinking, and smoking in the working area.
- Where there is the possibility of contamination, wash hands and face before eating, drinking, or smoking (in the approved areas for smoking).
- Wash hands before and after using toilet facilities.
- Do not keep contaminated rags or materials in pockets.
- Make full use of barrier creams, cleaners, and other skin creams.
- Refrain from spitting at the workplace.
- Report any problems to a responsible person without delay.

5.25 Platform Hoists

- 5.25.1 Only Operatives who are certified and experienced in the specific item of plant are authorised to operate it. Reference must be made to appropriate method statements and risk assessments before work commences.
- 5.25.2 Equipment must be visually checked before use, and any suspected defects reported before use. Equipment must be maintained and used in accordance with manufacturers recommendations.
- 5.25.3 The correct PPE must be always worn when using this machinery.
- 5.25.4 Platform hoists are to be used only when the following conditions are satisfied: -
- No person under the age of 18 is allowed to operate plant.
 - Hoists must not be operated from more than one position.
 - Gates must be provided at ground level and at every landing stage.
 - Gates must be closed before operation commences.
 - All loads must be secured and/or stable to the platform to prevent displacement.
 - Notices should be displayed showing the SWL of the hoist, that no person is to ride on the hoist and warning that the gate must be shut to before operations commence.
 - The hoist should be checked weekly by a competent person. The results should be logged in the site file.
 - Plant should be inspected every 12 months for goods hoists and every 6 months if lifting people and certificate issued when fitted.

5.26 PPE

- 5.26.1 Blanchard Wells' mandatory PPE requirement on sites must be worn at all times. These comprise of the following.
- a Hard hat (BS EN 397)
 - b Safety footwear - boots only, with toe and mid sole protection (BS EN ISO 20345 S3)
 - c High-visibility vest (BS EN ISO 20471 Class 2 minimum).
- 5.26.2 Any additional task specific PPE is identified in risk assessments and detailed on method statements.
- 5.26.3 All PPE must be 'CE' marked which ensures it satisfies certain basic safety requirements and in some cases will have been tested and certified by an independent body.
- 5.26.4 All persons on our sites have a legal responsibility to co-operate in using equipment provided for their safety. Failure to co-operate may result in the operative being dismissed.
- 5.26.5 Types of PPE required.
- Hearing protection should be used as required by the management.
 - Eye protection and must be worn as required by the management.
 - Respiratory protective equipment must be worn as required by the management. If there is a

requirement for RPE to be worn, using a tight-fitting facepiece, wearers are to undergo a Qualitative Fit Test. This is needed to ensure the selected facepiece can fit the wearer correctly.

- Safety harnesses must be worn as required by the management.
- Gloves must be used for manual handling activities and as required by the management.
- Other items as specified on method statements or as required by the Client Blanchard Wells are working on behalf of.
- Blanchard Wells employees, including agency workers, will not be charged for items of PPE, except where the company has supplied PPE to an employee and item/s have become damaged / ineffective through proven abuse / misuse, in which case the employee may be charged with the replacement costs.

5.27 Risk Management and Safe Methods of Working

- 5.27.1 Risk Assessments are undertaken for all operations and appropriate control measures put in place to reduce the risk.
- 5.27.2 COSHH assessments are undertaken for all substances.
- 5.27.3 Detailed method statements are put in place for all site activities, these will include:-
- a Reference to relevant assessments
 - b Tools to be used.
 - c PPE to be worn.
 - d Methods to be used.
- 5.27.4 Risk Assessment may identify an area which will require a Permit to Work system to be put into operation, i.e., hot works, work in confined spaces, etc. By issuing a Permit to Work form, the Site Management will be able to monitor the operatives more effectively at risk.
- 5.27.5 Toolbox talks are given to all staff and sub-contractors, on a regular basis, on topics relevant to tasks being undertaken at the time.

5.28 Roof Work and Working by Floor Openings

- 5.28.1 All work of this nature will be risk assessed and the safe method of working detailed on method statements.
- 5.28.2 The following key points are to be followed: -
- Before work commences, all staff must be fully aware of relevant method statements and associated risk assessments.
 - Fall protection systems and edge protection must always be provided before work starts to prevent the falls of persons or materials.
 - Guard rails and toe boards must be fitted, if this is impracticable, then a physical barrier must be erected at least 2m away from the edge.
 - Plastic bunting and warning signs may be erected in areas remote from roof edges, (stairways doorways etc.) to advise personnel of the hazard.
 - No one must pass across or work near fragile materials, i.e., asbestos sheets, unless staging or crawling boards are provided which are fixed over the material.
 - On new work, the roof lights immediately behind the leading edge must be covered, and a barrier with warning signs erected, to prevent access to other parts of the roof.
 - Large sheet materials must not be carried across a roof during strong winds, to minimise the risk of being blown off.
 - Do not walk on narrow roof ledges or parapet walls. Always look behind before stepping backwards

5.29 Scaffolding

- 5.29.1 It is the policy of Blanchard Wells to adhere to the recommendations in the NASC TG20:21 / SG4:22.
- 5.29.2 Scaffolds are only to be erected, altered, and dismantled by operatives holding the relevant CITB

qualifications for advanced and basic scaffolders. Trainees will be fully supervised by a trained supervisor during all scaffolding operations.

5.29.3 The requirements for all fixed and mobile scaffolds are as follows: -

- Guard rails and toe boards must be provided to all scaffolds from which personnel can fall. Brick guards must be used when stacking materials on the boards.
- Joints in standards and ledgers must be staggered and must not occur in the same bays.
- The minimum width of a scaffold working platform must be a minimum of 800mm or 4 boards.
- Scaffolds must stand on steel base plates which in turn must rest on timber sole plates. A scaffold must not be erected straight onto the ground.
- All scaffolds must be properly strutted and braced to provide stability. If rakers are used, they must be properly tied back to the framework.
- All basic scaffolds must be tied to the structure at intervals of 16m² for movable ties and non-movable. Other complex structures will be designed by a competent person.
- Never overload a scaffold working platform.
- Never "bomb" materials off a scaffold working platform, ensure proper arrangements have been made for the disposal of waste materials.
- Access to all scaffold working platforms must be by a secured ladder to a safe and stable landing.
- Mobile tower scaffolding should never be used when the height to the narrowest base width ratio exceeds 3:1. Use outriggers where possible and always ensure that the wheels are in a locked position before use of the platform.
- Riding on a mobile tower scaffold while it is being moved will result in an instant dismissal.
- All scaffolds must be inspected before acceptance by a competent person every 7 days or after inclement weather, this inspection should be recorded in the scaffold log.

5.29.4 Scaffold Inspection requirements - No scaffold shall be used unless: -

- It has been inspected by a competent person in the preceding 7 days.
- It has been inspected by a competent person following exposure to severe weather conditions.
- A report has been made and filed of every such inspection.

5.29.5 Blanchard Wells will train operatives to CITB standards (as required) for purposes of inspection after the handover certificate has been received from the scaffolding contractor.

5.30 Sub-Contractors

5.30.1 No sub-contractors are used unless they have provided evidence of appropriate H&S practices and insurances; and are on the Blanchard Wells approved suppliers list.

5.30.2 Prior to starting onsite, sub-contractors must: -

- a Provide proof of competency and training for all staff.
- b Provide proof of inspection for all plant and equipment to be used.
- c Attend site induction.
- d Where appropriate, provide copies of risk assessments and method statements.

5.30.3 Sub-contractors must always abide by the Blanchard Wells site rules.

5.30.4 Sub-contractors and their work will be monitored by the site manager and appropriate action taken where standards are not met.

5.31 Use of Plant

5.31.1 Only Operatives who are certified and experienced in the specific item of plant are authorised to operate it. Recognised competency tickets include CPCS and NPORS.

5.31.2 Reference must be made to appropriate method statements and risk assessments before work commences.

5.31.3 Equipment must be visually checked before use, and any suspected defects reported before use.

Equipment must be maintained and used in accordance with manufacturers recommendations.

5.31.4 The correct PPE must be always worn when using this machinery.

5.32 Use of Vehicles

5.32.1 Only Operatives who are certified and experienced in the specific item of plant are authorised to operate it.

5.32.2 Reference must be made to appropriate method statements and risk assessments before work commences.

5.32.3 Equipment must be visually checked before use, and any suspected defects reported before use. Equipment must be maintained and used in accordance with manufacturers recommendations.

5.32.4 The correct PPE must be always worn when using this machinery.

5.33 Welfare facilities

5.33.1 The company commits to providing adequate welfare facilities as follows: -

5.33.2 Messroom

- The canteen/mess room facilities will be equipped with a properly installed means of heating food (e.g., Microwave). Adequate heating, ventilation and lighting will be provided. Tools or materials will not be allowed into the canteen.
- The canteen will be cleaned at the end of each day. A bin will be provided for rubbish and food.

5.33.3 Toilets - Suitable and enough WC's (not urinal) for use by operatives and visitors on site will be provided. They will be: -

- Adequately ventilated and not open directly into workrooms or canteens.
- Under cover, partitioned from each other and have doors with fastenings. Urinals will be suitably screened.
- Reasonably accessible.
- Kept clean and provided with lighting.
- Connected to the drainage system for the removal of effluent.

5.33.4 Washing Facilities

- Adequate hot and cold (including soap, towels, or dryers).
- Sinks will be large enough to enable decontamination of arms, hands, and face.

5.33.5 Drinking Water

Water for drinking will be provided and adequately signed as "Drinking Water"

5.33.6 Drying Room

A means of drying wet clothing will be provide as required.

5.34 Workforce Consultation and Communication

5.34.1 The Company welcomes comments and consultation with all employees and encourages feedback from site "task method statement" meetings, toolbox talks, etc. An 'open door' policy is encouraged with all employees.

5.34.2 All Appointed Safety Representatives will be afforded all rights which they are credited with under the Safety Representatives and Safety Committees Regulations 1977.

5.34.3 All representatives will be expected to conduct their function in accordance with the procedures and requirements as agreed by both Management and Representatives or Trade Unions.

5.34.4 The Company shall consult with employees on matters that affect their health and safety where the employees are not covered by representatives appointed by recognised trade unions in compliance with The Health and Safety (Consultation with Employees) Regulations 1996

5.34.5 Construction Management Review Meetings are held monthly with all Site Managers (split between Civils and Structures). This provides an opportunity to share innovations, best practice, areas for improvement and for site managers to feed into senior management feedback from sites. feedback from sites.

- 5.34.6 Toolbox Talks are briefed weekly to the workforce on relevant subjects to their works. Alerts Bulletins are circulated and briefed to staff on various topics e.g., lessons learnt from incidents, industry news, changes to legislation, changes to processes etc.
- 5.34.7 Contract Manager's weekly meeting whereby training needs, site allocation, staff wellbeing, incident reviews and H&S performance and initiatives are discussed, and actions agreed.
- 5.34.8 CVR meetings provide an opportunity to discuss errors and defects, and actions to mitigate / correct them.

5.35 Working at Height

- 5.35.1 All reasonable steps shall be taken by the Company to provide a safe working environment for employees required to carry out their trade or professional skills at height.
- 5.35.2 BW shall provide the necessary preventative and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.
- 5.35.3 Under the Working at Height Regulations 2005 (amended 2007), employers, in relation to work at height, employers are required to plan all working at height, make adequate assessments of health and safety risk to their employees arising out of working at height; they must identify and implement appropriate control measures to remove or reduce the risks presented; provide employees with comprehensible and relevant information about the risks and the protective or preventive measures identified by the assessment; take individual capabilities (as regards health and safety) into account when appointing persons to carry out such tasks on their behalf and provide adequate health and safety training.
- 5.35.4 Working at height means work in any place at or below ground and obtaining access to or egress from such a place except by a staircase in a permanent workplace.
- 5.35.5 Equipment the regulations apply to includes ladders, platforms, scaffolding, safety equipment (harnesses etc.), fall protection systems, and plant.
- 5.35.6 The main aspects of the regulations include: _
- All employees working at height must be competent or if being trained, is being supervised by a competent person.
 - Employers shall as far as reasonably practicable take suitable and sufficient measures to prevent any person falling a distance liable to cause injury.
 - All work at height is properly planned, supervised, and carried out in a safe manner. Method statements required.
 - Work equipment provided is properly selected, fit for use and suit the working conditions.
 - All working at height to be risk assessed. Use of ladders must be risk assessed and can only be justified if it has been demonstrated that the use of more suitable work platforms is not justified because of the low risk.

6. Occupational Health

6.1 Noise

- 6.1.1 The company understands the requirements of The Control of Noise at Work Regulations (2005) and works to it.
- 6.1.2 Noise is considered at the planning stage of all work.
- 6.1.3 Noise levels are reduced at source to the lowest practicable levels.
- 6.1.4 The company trains operatives in the correct use of the hearing protection and gives employees information of the hazards associated with noise.
- 6.1.5 The company provides hearing protection and ensures that it is worn. Any person found in contravention of this rule must be disciplined.

6.2 Stress

- 6.2.1 BW recognises that, whilst a degree of stress can be a positive force at work, excessive pressures

can have a negative effect on health and performance at work. The Company is committed to promoting good health at work, it is therefore committed to recognising any negative effects that stress may have on individual members of staff and to provide suitable support for members of staff suffering from the negative effects of stress.

6.2.2 Through the risk assessment process, the Company will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing and managing them, as far as is reasonably practicable.

6.2.3 The company also recognises that there may be problems outside the workplace that will cause an individual member of staff to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation undue negative stress may occur because of work-related and non- work-related factors. The Company will: -

- Ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors.
- Provide suitable support mechanisms for members of staff who feel they are suffering from the negative effects of stress.
- Encourage a working environment where members of staff who feel they are suffering from the negative effects of stress can approach their supervisor in confidence, in order that necessary support mechanisms can be put in place.
- Encourage a culture where stress is not seen as a sign of weakness or incompetence.
- Ensure adequate rehabilitation of employees returning to work after periods of absence.
- Provide suitable training and guidance for supervisors to enable them to recognise symptoms of negative stress in their staff and themselves and to enable them to undertake the necessary risk assessments in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate.
- Provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations.

6.3 Vibration

6.3.1 The company recognises its responsibilities under the Control of Vibration at Work Regulations 2005.

6.3.2 We have completed assessments on most tools and equipment and are in the process of compiling a "Best Practice" guidance chart on length and method of use for issue to all personnel.

6.3.3 Because of the nature of the work, it is obvious that most employees will at some stage be exposed to Hand Arm Vibration Syndrome (HAV) or Whole-Body Vibration (WBV). We have issued a guidance booklet and a medical questionnaire to all employees. We have informed all employees that the health surveillance questionnaire is a legal requirement which will require completing annually as part of the regular monitoring of all employees.

6.3.4 The guidance booklet explains what causes HAV, what the early symptoms are and what effects they have and what measures can be taken to reduce exposure to those at risk.

6.3.5 All personnel involved will be monitored and recorded using the HSE tiered system of health surveillance guidance.

6.4 Work in Sun

6.4.1 The company recognises the hazards associated with working in the sun are from UV or ultraviolet rays: -

- Short term: Sun exposure to pale skin can cause burns leading to blistering.
- Long term: Increased risk of developing skin cancer in later life. Too much sun will prematurely age skin making it leathery, mottled and wrinkled.
- Fair or freckled skinned persons must take extreme care in the sun as they are most likely to burn.

6.4.2 Employees must cover up in hot periods. Obtain and apply a good quality sun protection lotion and apply it to exposed areas.

6.4.3 If possible, wear a hat to deflect the rays and cover up during hot periods.

6.5 Respiratory / Silica Dust

Respiratory dust has major health effects leading to respiratory disease, the prolonged use of equipment, materials and processes which produce excessive amounts of dust such as silica must be avoided wherever possible or reduced to an acceptable level as defined in the Control of Substances Hazardous to Health Regulation.

Control measure must be put in place to eliminate and or reduce the effects of respiratory dust:

- Avoid cutting, sanding and or drilling by using pre-manufactured materials.
- Use mechanical expel air / ventilation devices when working with materials that produce respiratory dust.
- Use dust suppression such as water spray.
- Restrict the amount of time spent carry out tasks that involve the production of respiratory dust.
- Operatives must be "Face Fit Tested" for using FFP 3 face mask or equivalent.
- Those operatives with facial hair will either be removed from works and the immediate working environment where the wearing of FFP3 tight fitting masks are required or provided with an alternative air powered hood with P3 dust and vapor protection.
- Use the correct fitting respiratory protection equipment (RPE), as per Risk Assessment.

7. Pollution Control

Blanchard Wells' objective regarding pollution control is to minimise the environmental impacts of our construction activities and contribute to the well-being of the communities in which we operate.

Legal Compliance: We will comply with all relevant environmental legislation, regulations, guidelines, and industry good practice applicable to our activities.

Environmental Impact Assessment: Prior to commencing a project, we will conduct an environmental impacts into our project RAMS and when fulfilling the role of Principal Contractor we will fulfil a thorough environmental impact assessment to identify potential risks and implement measures to mitigate adverse effects of pollution Air, Water and Land.

Resource Management: Blanchard Wells will implement a comprehensive resource management plan to reduce, reuse, and recycle waste generated by the project activities. Disposal procedures will be developed and implemented to ensure that hazardous waste is handled and disposed of in accordance with applicable regulations.

Air Quality Management: To control dust and air pollution, we will use dust suppression measures such as water spraying, dust extraction, wind barriers, and other effective technologies as required by the project demands. Construction equipment will be regularly maintained to minimise emissions.

Water Quality Protection: Sediment control measures, such as silt fences and sediment basins, will be employed to prevent soil erosion and protect water quality as required by the project demands. Containment systems will be in place to manage potential spills of hazardous materials.

Noise Control: Noise levels arising from our activities will be monitored and controlled to comply with planning requirements and minimise disturbance to nearby residents and businesses.

Biodiversity Preservation: Blanchard Wells will take measures to protect local flora and fauna by implementing habitat preservation and restoration strategies as required by the project demands. Construction activities near environmentally sensitive areas will be carefully planned to minimise impact.

Training and Awareness: All employees and subcontractors will receive training on environmental best practices and the importance of pollution control. Regular communication will be maintained with local communities to address concerns and provide updates on our pollution control efforts.

Continuous Improvement: Blanchard Wells will regularly review and update our pollution control measures to incorporate new technologies and best practices.

Emergency Response: A project emergency response plan will be developed to address any unforeseen environmental incidents promptly and effectively.

By adhering to this Pollution Control Policy, Blanchard Wells is committed to promoting sustainable construction practices and ensuring the protection of the environment.

8. Waste Management

Blanchard Wells is committed to responsible waste management and the reduction of waste sent to landfill. We recognise that effective waste management is crucial for sustainable development and for minimising the environmental impact of our activities and processes.

Commitment to Waste Reduction: Our goal is to reduce the overall consumption and usage of raw materials. We aim to always keep products and materials at their highest advantage and value.

Waste Management Practices: We are committed to the following:

- Avoid waste where possible, and where it cannot be avoided, we will minimise, reuse, and recycle where possible.
- Dispose of waste responsibly and in compliance with all legal requirements, ensuring that we meet our Duty of Care responsibilities.

Supplier and Subcontractor Engagement: We are committed to work with our suppliers and subcontractors to:

- Encourage the design of packaging materials that are recyclable or reusable, in line with a circular economy perspective.
- Promote the use of recycled materials and those suitable for recycling at the end of their life.

Training and Information: Blanchard Wells will provide guidance and information to our staff to facilitate their participation in waste reduction and recycling efforts. This training and information commitment will extend to members of our supply chain on a project basis.

Continuous Improvement: Blanchard Wells are committed to continuous improvement in our waste management practices. We will regularly review and update our policies and procedures to reflect best practices and legal requirements.

Accountability: The directors, contract managers and project managers, and all other employees are accountable for the implementation of this policy. We will ensure that waste management duties are clearly assigned and understood at all levels of the company.

This policy will be reviewed annually to ensure its continued relevance and effectiveness in achieving our waste management goals.

9. Sustainability

Blanchard Wells is committed to sustainability in all aspects of our operations. We understand that the construction industry has a significant impact on the environment, and we are dedicated to minimising this impact through responsible practices and innovative solutions.

Commitment to Sustainability: We are committed to operating in a manner that promotes environmental, social, and economic sustainability incorporating standards set by government guidelines for sustainability targets within the construction industry. We were closely with CONSTRUCT Concrete Structures Group and attend and contribute to their quarterly Sustainability Meetings.

Sustainable Construction Practices: Blanchard Wells integrate sustainability into every stage of our processes, from planning and design to execution and completion. This includes the responsible consumption of resources, waste management, and the selection of sustainable materials and practices.

Collaboration and Engagement: We work collaboratively with our clients, employees, suppliers, and the community to promote sustainability. We value the relationships we are forming and believe that these partnerships are key to achieving our sustainability goals.

Training and Development: Blanchard Wells are committed to investing in the training and development of our employees to enhance their understanding and implementation of sustainable practices. This empowers our workforce to contribute positively to our sustainability goals.

Continuous Improvement: We are committed to continuous improvement in our sustainability performance, and set clear objectives and targets, regularly assess our progress, and adjust our practices to achieve better sustainability outcomes.

Accountability: Our sustainability policy is communicated to all employees and suppliers, ensuring that everyone involved in our operations is aware of their responsibilities. Accountability for sustainability is upheld by top management.

This policy will be reviewed periodically to ensure it remains relevant and effective in meeting the sustainability challenges we face. We welcome input from all stakeholders as we continually seek to improve our sustainability performance.