

## Health & Safety Policy

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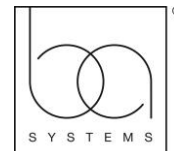
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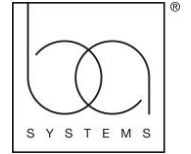


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## Introduction

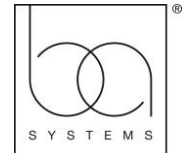
In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc Act 1974, BA Systems effectively discharges its statutory duties by preparing a written Health and Safety Policy.

A copy of the Policy, which outlines our Health and Safety Arrangement and Organisational Structure, is provided for each employee along with any interested person who may be affected by our work activities.

In order for BA Systems [BAS] to discharge our statutory duties, employees are required by law, to co-operate with the management in all matters concerning health, safety, and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The main Health and Safety Management System for BAS can be located in the Office and is available for inspection by any interested party after any reasonable request.

BAS encourages all employees to inform their immediate superior of any areas of the Health and Safety Policy that they feel are inadequate to ensure that the Policy is maintained as a true working document.



## 1.1 Health & Safety Statement

The following is a statement of the Company's General Health and Safety Policy in accordance with Section 2 of the Health and Safety at Work etc Act 1974.

It is the policy of BAS to ensure so far as is reasonably practicable the Health, Safety and Welfare of all of the employees working for the Company or other persons who may be affected by our undertakings.

BAS acknowledges that the key to successful Health and Safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment we will continually measure, monitor and revise where necessary an annual plan to ensure that Health and Safety standards are adequate.

The Managing Director will implement the Company's Health and Safety Policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The Company recognizes that successful Health and Safety Management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of BAS looks upon the promotion of Health and Safety measures as a mutual objective for themselves and their employees at all levels. It is therefore; the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also the Company aims to protect everyone, including the public, insofar as they come into contact with the Company or its activities, from any foreseeable hazard and danger.

All employees have duties under the Health and Safety at Work etc Act 1974 and they are informed of their personal responsibilities to take due care for the Health and Safety of themselves and to ensure that they do not endanger others persons by their acts or omissions. They are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and the implementation of this Policy.

The Company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The Company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The Company regards all Health and Safety Legislation as the minimum standard and expects management to achieve their managerial targets without compromising Health and Safety.

Signature Position Director

Date Review Date

Signature: -

Date: - 07/04/2015

Position: - Health & Safety Director

Review: - 07/04/2016



## 1.2 Environmental Statement

BAS recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will: -

Establish sound environmental management by: -

Meeting or improving upon relevant legislative, regulatory and environmental codes or practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Consider environmental issues in the decision making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Promoting an appreciation of the company's environmental performance among customer, employees and the general public.

Providing for the effective use of resources by: -

Advising customers on the efficient use of energy and other utilities.

Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.


Promoting the efficient use of resources, energy and fuel throughout the company's operations.

Provide information for the company's products to be properly used, stored and disposed of so as to avoid unacceptable effects on the environment.

Co-operate with: -

The communities in which we operate.

The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Signature: - 

Date: - 07/04/2015

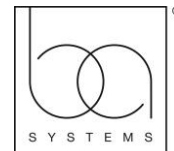
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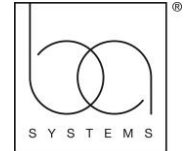
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## 2.0 ORGANISATION

### 2.1 Safety Management Structure

Site Operatives  
Site Supervisor  
Administration  
H&S Manager  
Contract Manager  
Managing Director



## 2.2 Employers Responsibilities

We have a duty to all employees, casual workers, part-time workers, trainees, visitors, and sub-contractors who may be on our work site or using equipment provided by the Company. Consideration must also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to workers Health and Safety and bring the findings to the attention of employees.
- Provide safe machinery, equipment and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Ensure adequate training and information is given to all employees regardless of their position within the Company.
- Ensure provisions are in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary by any Risk Assessments.
- Appoint competent persons to help comply with Health and Safety Law.

## 2.3 Employees Responsibilities

The Health and Safety at Work etc. 1974 details two main sections which employees are required to comply with. These are: -

Every employee working for the Company has a duty of care under the Health and Safety at Work etc Act 1974 Section 7 to take reasonable care of himself and any other person who may be affected by their actions and omissions.

In addition to the above, Section 8 states that under no circumstances must employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare such as guards, signs or firefighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of Health and Safety Legislation are adhered to.

Employees are obliged to: -

- Always follow Safety Rules, avoid improvisation and comply with the Health and Safety Policy.
- Not perform work that you are not qualified to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never obstruct emergency escape routes.
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Company of all accidents that occur.



The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions
- Report to Management anything that they may consider to be of any danger
- Advise Management of any areas where protection arrangements require reviewing.

## 2.4 Individual Responsibilities

Section 2 of the Health and Safety at Work Act etc. 1974 places a duty on employers to prepare a written Health and Safety Policy which will give details of your responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with statutory legislation.

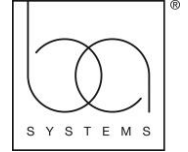
The Managing Director will ensure:

- All levels of the Organisation fully understand the arrangements for the implementation of the Safety Policy
- The Policy is reviewed for compliance with the objectives for Health and Safety.
- That the Company employs competent persons in the relevant roles as defined under the Construction Design and Management Regulations and any other relevant statutory legislation.
- Details of safe systems of work, rules and procedures are communicated to all relevant persons with suitable records kept.
- Health and Safety issues raised by employees, and none employees are recorded and investigated.
- Adequate training is provided for relevant personnel including site induction, toolbox talks or any other relevant job specific training.
- Qualified Fire Aid personnel and facilities are provided to address potential hazards on the work site.
- Employees are informed of the location of First Aid personnel and facilities and the importance of following the correct accident procedure as per site requirements.
- All accidents and dangerous occurrences are investigated and control measures implemented to prevent any reoccurrence.
- All assessments / method statements relevant to the activities and hazards within areas under your control are completed and all relevant personnel informed of the result.
- That suitable and sufficient Personal Protective Equipment is provided for employees at no cost and that suitable records are maintained.
- Joint consultation between Management and other relevant site personnel takes place.
- All statutory authorities are informed of the project details where required.
- All site specific records registers and certificates for statutory inspections, testing or maintenance are available for inspection.
- Contractors and visitors are adhering to Safety Rules and procedures and any other statutory legislation relevant to their activities.
- Relevant statutory signs and notices are provided and displayed in prominent positions.

The Contracts Manager will ensure:

- Employees are informed of the location of First Aid personnel and facilities and the importance of following the correct accident procedure as per site requirements.





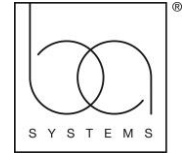
- All accidents and dangerous occurrences are investigated and control measures implemented to prevent any reoccurrence.
- All assessments / method statements relevant to the activities and hazards within areas under your control are completed and all relevant personnel informed of the result.
- That suitable and sufficient Personal Protective Equipment is provided for employees at no cost and that suitable records are maintained.
- That suitable and sufficient Personal Protective Equipment is worn at all times by persons on site.
- Any faulty work equipment identified in the area under your control is immediately taken out of service until repaired or replaced.
- Contractors and visitors are adhering to Safety Rules and procedure and any other statutory legislation relevant to their activities.
- All on site welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Safe access and egress is provided and maintained at all times throughout the site.

The Site Supervisor will ensure:

- Employees are informed of the location of First Aid personnel and facilities and the importance of following the correct accident procedure as per site requirements.
- That suitable and sufficient Personal Protective Equipment is worn at all times by persons on site.
- Any faulty work equipment identified in the area under your control is immediately taken out of service until repaired or replaced.
- All on site welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Safe access and egress is provided and maintained at all times throughout the site.

## 2.5 Information for Employees

- Information regarding Health and Safety Law is provided by a number of methods and are as follows:
  -
- Employees are provided with a copy of the Company's Employee Safety Handbook
- The approved poster "Health and Safety Law – What you should know" is displayed in a prominent position on the work site wherever possible. This poster will always be kept in a legible condition with the address of the local Enforcing Authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces provided.
- Where the Health and Safety Law poster cannot be displayed all employees will be issued with copies of the law leaflet: What you should know.
- Management and employees have access to the Company Health and Safety General Policy that contains all relevant information with regards to recording and monitoring.



## 2.6 Joint Consultation

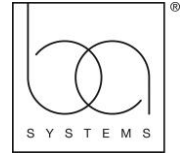
- All information with regards to Health and Safety is communicated by means of consultation between Management and employees. The Managers are immediately advised of the changes and will in turn advise all subordinate employees.
- If non-employees raise any concerns with regards to Health and Safety, Management will investigate and either deal with it themselves or contact Senior Management for advice. If needed, Senior Management will contact other Health and Safety Advisors for advice.
- If required, Senior Management will request that our Consultants liaise with the Health and Safety Executive or Local Authority on the Company's behalf.

## 2.7 Responsibilities and Duties of Sub-Contractors/Self Employed Personnel

- Will be made aware of the Company's Health and Safety Policy and Safety Rules.
- Will be themselves fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with instructions given by the Management of the Company.
- Will co-operate with the Company in ensuring a high standard of Health and Safety on all contracts with which they are involved. If the standards stipulated by the Company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate Health and Safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with the Company.

## 2.8 The Working Time Regulations

- The Working Time Regulations set minimum standards for working hours, rest and holidays. Except for young workers, defined as those over school leaving age but below 18, the regulations do not apply to workers in certain occupations.
- Working time is any period during which a worker is working, at the employer's disposal and carrying out his activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.
- With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period but this can be successive 17-week periods if this is specified in a relevant agreement.
- There is a general requirement on our Company to take reasonable steps to ensure that workers do not work in excess of the 48-hour average, which includes asking whether or not the employees have more than one job.
- There is no requirement to keep specific records of hours worked, but where necessary we can show an Officer of the HSE or Local Authority that workers have not exceeded the 48-hour average.



Employees can opt out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days' notice. Employees cannot be required to opt-out of the 48-hour week and it is unlawful to take action against them for refusing. If employees opt-out of the 48-hour week, we will keep a copy of the opt-out agreement in the employees file.

## Rests

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement. The rest break is 30 minutes in any work period that exceeds four-and-a-half hours for young workers and no agreement can alter this.

The break must be continuous unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

## 3.0 Arrangements

### 3.1 Alcohol and Drugs

All alcohol and drugs impair individual reaction speeds and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances will any employees: -

- Report or endeavour to report for work on any of the premises having consumed alcohol or under the influence of drugs
- Report for work in an unfit state due to use of alcohol or drugs.
- Be in the possession of any drugs whilst on the premises.

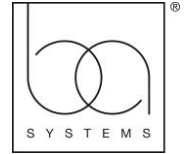
Drugs properly prescribed by a General Practitioner for medical treatment are permitted, provided such use does not adversely affect the person's ability to carry out the work for which he is employed in a healthy and safe manner.

Failure to comply with this requirement will result in immediate removal of the subject person from the premises and the person suspended on full pay pending formal disciplinary action.

### 3.2 Control of Substances Hazardous to Health Assessments

To enable the Company to comply with the Control of Substances Hazardous to Health Regulations we will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the Organisation. Management who have attended a training course will complete the assessments and all the information will be brought to the attention of employees, sub-contractors and visitors who are likely to be exposed to the substances that are likely to cause harm to health.

The Company's approach to the regulations is to: -



- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the Organisation.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the Company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique that would improve safety.

All employees have a duty under COSHH regulations as outlined below:

- Take part in training programmes
- Read container labels
- Practice safe working habits
- Report any hazard or defect to the Manager
- Use personal protective equipment provided
- Store equipment and tools properly
- Return all substances to their secure location after use
- Use control measures properly.

### COSHH Do's and Do Not's

#### Do Not

- Taste chemicals or touch them with your bare hands
- Try to identify chemicals by their smell
- Smoke or drink in the workplace
- Leave unmarked chemicals around - label as original container
- Be afraid to ask questions.

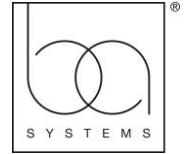
#### Do

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Read the applicable safety data sheets for each chemical
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are close when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.
- Report all accidents or dangerous incidents, however minor.

### 3.3 Disciplinary Rules

The Company believes that Health and Safety is a critical factor that needs to be taken into account when running a business. To enable the Company to control safety, a number of safety

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rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary actions. If after investigation the Company believes that employees have acted in one of the following ways, then employees may be dismissed for gross misconduct: -

- Deliberate breaking any written safety rules
- Removal or misuse of any piece of equipment, label, sign or warning device which is provided by the Company (or its agent) for the protection and safety of its employees.
- Using a naked flame in no smoking areas.
- Failure to follow laid down procedures for the use of: -
  - flammable or hazardous substances
  - toxic materials
  - items of lifting equipment.
- Behaviour in any manner that could lead to accidents, including horseplay, practical jokes etc.

Undertaking any action that may interfere with an accident investigation.

### 3.4 Display Screen Equipment

#### User

As assessment will be carried out to determine whether or not an employee who works on display screen equipment is a User. A User is someone who habitually uses the equipment as a significant part of his or her work, i.e. an alternative means to do the job is not available and continuous spells of an hour or more are encountered. If they are a User, we will ensure the regulations are followed to reduce or remove the risk so far, as is reasonably practicable.

The workstation will be analysed to reduce any risks and will be reviewed when changes in the workstation occur or when the operation of the system changes.

All risks will be recorded unless they are identified as being insignificant and the assessment can be easily repeated.

The elements of the workstation that are assessed are divided into three main topics: -

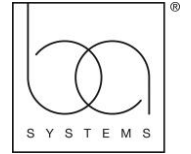
- The Equipment
- The Environment
- The Interface

Present Users shall be provided on request with appropriate eye tests, it is also advisable that future Users are tested before they become Users.

Where the User experiences difficulties with DSE we will provide eye/eyesight tests as soon as possible. The Company will be required to meet the cost of providing these tests and any special corrective appliance necessary.

### 3.5 Electricity

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from a height. Therefore, all electrical equipment will be selected carefully to ensure it is suitable for the environment in which it is used.



Movable and portable equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

All members of staff who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

### **Records**

Records of all portable electrical appliance testing will be kept on the Company premises and will be available at all times for inspection if required.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

### **Inspection and Testing**

In order to ensure all electrical equipment remains in a good condition throughout its working life: -

- All leads will be examined and those with damaged sheaths replaced. Under no circumstances will insulation tape be used to repair or extend any electrical lead.
- All plugs will be visually inspected prior to use to ensure they are not damaged.
- At least once a year (more often for equipment that is in heavy and frequent use) the plug on every item of portable equipment will be subjected to close scrutiny, i.e. the plug top removed and the wiring checked to ensure the wires are connected to the correct terminals, the contacts are secure and the correctly rated fuse is fitted.
- All electrical appliances will be visually inspected during use and will be tested by a competent person every twelve months.
- Following satisfactory inspection and testing the appliance, plug and lead will have self-adhesive label or other similar tag attached, to indicate that the equipment has passed the testing procedure as well as indicating the date when the appliance must be re-checked.

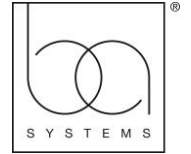
Portable electrical appliances will only be used for the task that they are intended and the lead will be suitably positioned to prevent any damage or entanglement.

## **3.6 Fire Precautions and Evacuation Procedure**

The Directors will ensure:

- That all employees receive comprehensive induction before commencing work on work sites, to ensure that they are fully aware of all the arrangements in place for implementing the fire evacuation procedure.
- A Visitors Book is kept up-to-date at all times recording the names of all visitors to the work site. This Visitors Book will be taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- The requirements for employee training in Fire Safety are adhered to.



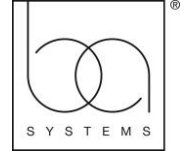


- All firefighting equipment is tested on a regular basis as per manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out on a regular basis and details recorded in the Fire logbook.
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire Exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

## Fire Action

### Person discovering a fire

- Upon discovery of a fire raise the alarm.
- If the fire representative for the site is not present, telephone the emergency services by dialing 999.
- Ask for the Fire Brigade and give them the site telephone number.
- Upon connection with the fire service state slowly and distinctively: -
- **This is BA SYSTEMS we are presently working at ..... and a Fire has broken out.**
- State the location of where you are working clearly.
- Do not replace the receiver until the operator has confirmed your information.
- Inform a site representative that you have notified the Fire Brigade.
- Evacuate the site premises quickly and in an orderly manner aiding any colleagues who may be in difficulty.
- Do not re-enter the work area until told to do so by the Senior Fire Officer.



### 3.7 First Aid Procedures

First Aid kits provided will only contain items that the First Aider has been trained to use and will not contain medication of any kind and will always be adequately stocked. Notices will be prominently displayed on all work sites giving the location of the First Aid equipment.

All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

**ALL** accidents, no matter how small, are required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is undertaken: -

Seek medical attention from the Company's First Aider or Appointed Person.

The names of the First Aiders or Appointed Persons are written on the First Aid Notices, which can be found in prominent locations around the Company premises.

The person responsible for checking first aid boxes is Carl Gibbon. These shall be checked every 3 mths and replenished as necessary.

After all accidents, details must be recorded in the Accident Book, which is located in the office area.

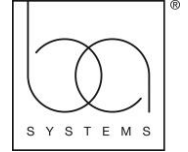
Accidents that occur when working away from the Company's premises must be reported to the Client's Supervisor as well as being reported to BAS Head Office.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 7 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.





It is the responsibility the Managing Director to ensure that R.I.D.D.O.R requirements are met.

### 3.8 Hazard Detection Procedures

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it will be reported immediately to Management. It is the Management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

The workforce is encouraged to use this system, which will improve the attitude of the workforce towards safety and will aid the Organisation in consulting with employees.

If a hazard is detected employees or Management will:

- Complete part one of the Hazard Report Forms.
- Liaise with Management who will carry out the necessary remedial action.

### 3.9 Information, Instruction and Training

It is company policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the Company complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the Company's undertakings.

Training is provided for all employees: -

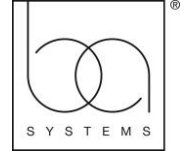
- On recruitment into the Company
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All Health and Safety training will be undertaken during working hours, wherever possible.

It is the Company's policy to ensure all Management are suitably trained to implement the Health and Safety Policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual employee's personal file for future reference.

### 3.10 Risk Assessments

The Contract Manager will complete Risk Assessments for all work activities undertaken by the Company and he will strive to ensure that the documentation is reviewed if circumstances change. The Management will ensure that all employees and other interested parties are informed and instructed of the risks they may be exposed to, in order that the work activities are completed in a safe manner as documented in the assessment.



The Company will not employ any young person unless an assessment has been undertaken outlining any hazards for which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -

- The inexperience and lack of awareness of risks along with the immaturity of the young person.
- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree and duration of exposure of any physical, biological and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the Health and Safety training which is provided along with details of any additional training that is required to be undertaken.

## 4.0 Working Practices

### 4.1 Abrasive Wheel, Grinding and Disk Cutters

No person may operate these tools unless he has been properly trained in their use and holds a current certificate of training and / or be competent and authorised.

This type of equipment shall not be used unless adequate personal protective equipment including eye protection is provided and worn.

### 4.2 Asbestos

Breathing in air which is made up of or contains asbestos fibres can lead to numerous diseases including lung cancer and asbestosis.

The term asbestos includes a number of different types: -

Crocidolite - Blue asbestos

Amosite - Brown asbestos

Chrysotile - White asbestos

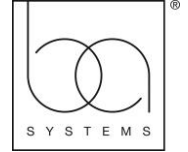
There is danger wherever these are found together, singly or in combination with other materials in the form of board or lagging.

Generally, any work involving asbestos lagging, coating etc will be required to be undertaken by specialist contractors. There is a risk that workers in the refurbishment and maintenance of buildings can be exposed to asbestos on a regular basis without being aware of it. Therefore vigilance is necessary and the Contractor, Planning Supervisor or Client should be asked specifically about the presence prior to commencing work.

Any work that uncovers or exposes asbestos material should be stopped immediately and should be investigated by a suitably qualified person.

### 4.3 Construction (Head Protection) Regulations

Head protection will be worn at all times on all work sites unless there is no foreseeable risk of injury to the head, other than by falling. This includes the risk of falling objects and also of



striking against objects. The Regulation applies equally to personnel visiting a location as well as to those carrying out work. If there is any doubt, head protection must be worn. Further guidance can be sought from a Supervisor.

All safety helmets will be replaced as determined by the manufacturer's instructions and when: -

- The shell has received a severe impact
- Deep scratches occur, i.e. to a depth greater than 25% of the shell thickness.
- The shell has any cracks visible to the naked eye.

Only employees and contractors who are involved in the demolition project will be allowed in the part of the site where the work is being undertaken.

All employees working in the demolition zone will wear suitable head protection at all times.

#### 4.4 Emergency Plan

The aim of the plan is to highlight any situations that may require the evacuation of part or the entire work site and to define the procedures that are to be followed. This will enable key personnel to determine if anyone is missing.

The plan will form part of the detailed site specific Health and Safety Plan. Possible hazardous situations that may occur may be: -

- Fire in dwellings under construction
- Fires in stores, offices, cabins or vehicles
- Explosions or fire in the site area or compound
- Accidents in confined spaces
- Trench, scaffold or structural collapse

The alarm should be raised by shouting FIRE, FIRE, FIRE until other employees acknowledge the situation or alternatively by using the alarm system provided on the work site.

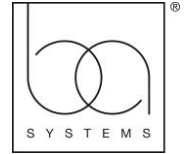
An assembly point will be identified at the start of the contract and all employees will be made aware of the location during the induction training.

It is the responsibility of the Site Manager to co-ordinate any evacuation and to call the emergency services. Site wardens will be nominated at the start of the project that will be responsible for directing emergency services to the incident.

The site office / mobile telephone will be manned by a competent person throughout the emergency. If the telephones fail the location of the nearest available public telephone will be written on the site notice board along with details of the nearest hospital.

#### 4.5 Health and Safety Plan CDM 2007 Project

BAS recognises that anyone who directly employs, engages construction workers or controls or manages construction work is a contractor for the purposes of these Regulations. BAS understands that all contractors have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordinations of the work, underpinned by good communication and co-operation between all those involved.



**For all projects B A Systems will:**

- (a) Check clients are aware of their duties;
- (b) Satisfy ourselves that we and anyone we employ or engage are competent and adequately resourced
- (c) Plan, manage and monitor our own work to make sure that workers under our control are safe from the start of their work on site;
- (d) Ensure that any contractor who we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- (e) Provide workers under our control (whether employed or self employed) with any necessary information, including about relevant aspects of other contractor's work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- (f) Ensure that any design work we do complies with regulation 11;
- (g) Comply with any requirements listed in Schedule 2 and Part 4 of these Regulations that apply to our work
- (h) Co-Operate with others and co-ordinate our work with others working on the project
- (i) Ensure that our workforce is properly consulted on matters affecting their health and safety; and
- (j) Obtain specialist advice (for example from a structural engineer or structural hygienist) where necessary when planning high risk work – for example that could result in structural collapse or work in contaminated land.

**Planning and managing construction work**

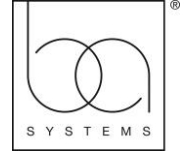
BAS will always plan, manage, supervise and monitor our own work and that of our workers to ensure that it is carried out safely and that health risks are also addressed. The effort invested in this should reflect the risk involved and the experience and track record of the workers involved. Where BAS identifies unsafe practices, we will take appropriate action to ensure health and safety.

Where BAS is overseeing the work for a domestic client then we will ensure that the work of the various contractors is properly co-ordinated and that there is good co-operation and communication.

**Site induction, information and training**

BAS will not start work on a construction site until we have been provided with basic information. This should include information from the client about any particular risks associated with the project (including information about existing structures where these are to be demolished or structurally altered), and from designers about any significant risks associated with the design.

BAS will ensure, so far as is reasonably practical, that every workers has:



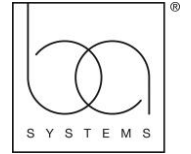
- (a) A suitable induction; and
- (b) Any further information and training needed for the particular work

### Induction

Inductions are a way of providing workers with specific information about the particular risks associated with the site and the arrangements which have been put in place for their control. On non-notifiable sites, induction be provided by BAS, or by arrangement with the main contractor on site.

Induction is not intended to provide general health and safety training, but it should include a site specific explanation of the following:

- a) Senior management commitment to health and safety;
- b) The outline of the project;
- c) The individual's immediate line manager and any other key personnel
- d) Any site-specific health and safety risks, for example in relation to access, transport, site contamination, hazardous substances and manual handling;
- e) Control measures on site including:
  - (i) Any site rules,
  - (ii) Any permit to work systems
  - (iii) Traffic routes,
  - (iv) Security arrangements,
  - (v) Hearing protection zones,
  - (vi) Arrangements for personal protective equipment, including what is needed, where to find it and how to use it,
  - (vii) Arrangements for housekeeping and materials storage,
  - (viii) Facilities available, including welfare facilities,
  - (ix) Emergency procedures, including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment;
- f) Arrangements for first aid;
- g) Arrangements for reporting accidents and other incidents;
- h) Details of any planned training, such as 'toolbox' talks;
- i) arrangements for consulting and involving workers in health and safety, including the identity and role of any:



- (i) appointed trade union safety representatives,
  - (ii) representatives of employee safety,
  - (iii) safety committees;
- j) Information about the individual's responsibilities for health and safety.

### Reporting incidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require the 'responsible person' to notify any death, reportable injury, disease, or dangerous occurrence to the relevant enforcing authority. The responsible person is the employer, or, for the self employed, the contractor (BAS) or principal contractor.

### Additional duties for notifiable projects

In the case of notifiable projects, BAS will also:

- (a) Check that a CDM Co-ordinator has been appointed and HSE notified before they start work (having a copy of the notification of the project to the HSE is normally sufficient);
- (b) Co-operate with the principal contractor, CDM Co-ordinator and other working on the project or adjacent sites;
- (c) Tell the principal contractor about risks to other site workers created by our work;
- (d) Provide details to the principal contractor of any contractor whom BAS engages in connection with carrying out the work;
- (e) Comply with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan;
- (f) Inform the principal contractor of any problems with the plan or risks identified during our work that have significant implications for the management of the project;
- (g) Tell the principal contractor about accidents and dangerous occurrences;
- (h) Provide information for the health and safety file

BAS will co-operate with the principal contractor, and assist them in the development of the construction phase plan and its implementation. Where BAS identifies shortcomings in the plan, BAS will inform the principal contractor.

On notifiable sites BAS will promptly inform the principal contractor about risks to other site workers or members of the public resulting from our work. This includes anything, for example from risk assessments and written systems of work, which might justify a review or update of the construction phase plan. BAS will also provide details to the principal contractor of any other contractors who we engage to assist in the carrying out of the work. Principal contractors must be in a position to know who is working on the site. BAS recognises that principal contractors





also have duties relating to the provision of information to contractors, and they will not be in a position to discharge these duties if they are not told that such contractors have been engaged.

BAS will also provide information about RIDDOR incidents to principal contractors so that they can monitor compliance with health and safety law, and if necessary review the arrangements for the management of health and safety.

On notifiable projects, site induction should be provided by the principal contractor, but BAS will co-operate with the principal contractor to ensure that an adequate site induction is provided.

BAS recognises that should BAS be involved in design work, including for temporary works, we also have duties as designers.

#### 4.11 Health and Safety None CDM Project

In order to manage safety on work sites effectively an abbreviated Site Safety Plan will be compiled for Non CDM sites. These will consist of: -

- The scope of work
- Emergency Procedures
- Nominated Duty Holders i.e. Site Supervisors, First Aiders etc.
- Risk and COSHH assessments
- Site Rules

The site plan may be generic but will be amended as necessary to reflect site-specific hazards that may not otherwise be covered. A copy of the plan will be held on site either in the site hut or in the site vehicle.

It is important to ensure that the work to be undertaken is planned thoroughly therefore prior to commencing any work BAS will ensure that: -

- All necessary drawings etc along with specific details of the work to be carried out are provided to the work staff.
- All necessary plant, tools and equipment etc are made available.
- All appropriate certification is in place including any necessary Permits to Work.
- There is suitable and sufficient access and egress to the work site.
- All necessary personal protective equipment is provided to staff.

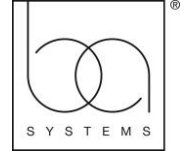
#### 4.12 Housekeeping

A tidy site leads to increased efficiency, is safer and is beneficial to public relations therefore it is essential that the site is kept in a clean and orderly condition at all times.

The Site Managers are responsible for maintaining a well-ordered and tidy site and must insist on sub-contractors fulfilling their obligations in this respect.

All combustible rubbish will be cleared away on a regular basis and disposed of in authorized waste skips.

Rubble and waste building materials must not be left on working platforms and waste material on the site is to be cleared as work proceeds.



Steel and nylon bands used to contain bundles of materials are to be disposed of safely.

Disposal of any hazardous materials will be undertaken according with all laid down environmental policies and procedures. Special waste, such as asbestos, will only be removed and disposed of by authorized contractors.

As the arrangements will vary from site to site due to the nature and size of the project being undertaken, an assessment will be completed at the beginning of the project to ascertain what facilities are required.

#### 4.13 Ladders

All aluminum and timber ladders that are used by the Company will be at least Class 2 for light work in accordance with BS. EN131 and will be inspected for any visible damage or undue wear on a daily basis prior to use.

All ladders will be erected on a firm and level base at all times and will be supported by the stiles only. It is important to ensure that all ladders are secured from slipping and those that are 3 metres or more in length will be secured at the top by either lashing or clamping the stiles to a secure anchorage. If there is no other means of securing the ladder then another employee will foot the ladder at the base when it is being used.

At all times the operator on the ladder shall keep both feet securely on the rungs and not use parts of buildings such as window sills etc. Under no circumstances will the operator over-reach himself at any time i.e. more than one arm length from the ladder.

#### 4.14 Flame Cutting and Liquid Petroleum Gas

The Company will ensure that all equipment is maintained in a good condition and is checked prior to issue. Employees will undertake frequent checks to ensure that there are no leaks from hoses, that connections are in good order, and that the overall equipment is correctly working.

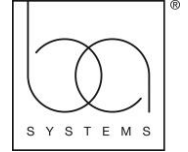
Safety devices to prevent anti-flash or blow back of gases will be fitted to all equipment. These will be correctly used and not interfered with.

Any leaks will be rectified immediately and any faulty equipment reported to the site foreman. When necessary, faulty equipment will be withdrawn from use.

When the equipment is not in use, it will be stored in a safe and sensible manner and kept away from mud, dirt, grease and oils. When unused, even for short periods, the gases will be isolated by the valves on the cylinder or some other source of supply

The Company will ensure that the storage of spare gas cylinders, empty or full, is maintained in suitable, segregated, well-ventilated areas. Employees must co-operate and assist in ensuring this requirement is carried out.





All operatives who are required to handle Liquid Petroleum Gas will be familiar with its properties, for example

- The gas is carried in the cylinder under pressure
- Gas is heavier than air and any leakage can collect at low levels
- A small proportion of gas in the air can lead to a flammable atmosphere.

Gas Cylinders will always be handled with care and magnets will not be used for lifting the bottles.

Oxygen Cylinders will not be stored with propane.

Oxygen will not be used to sweeten the atmosphere or clean down clothing.

Should bulk storage installations be used, then these will be installed in accordance with the suppliers Code of Practice.

#### 4.15 Manual Handling

The Company will avoid the need for employees to undertake manual handling operations wherever possible. Risk Assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. Management who are familiar with the Regulations and handling techniques and are capable of identifying both the risks and the remedies will carry out the assessments.

Operatives who are required to undertake manual handling activities are: -

- Provided with all relevant information on the load and task.
- Capable of undertaking the task without injury.
- Suitably trained and instructed in all appropriate manual handling techniques. Results of manual handling assessments will be made available to all employees and will be readily available for inspection.

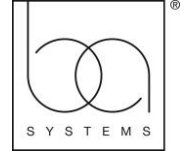
#### Duties of the Employee

In addition to the duties placed on employees under the Section 7 of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations require all employees to use the equipment provided by the employer. This Regulation states that employees should follow any system developed by an employer for safe manual handling operations.

#### 4.16 Mobile Elevated Platforms

BAS will ensure that the correct type of mobile elevating work platform is selected for any work that is to be undertaken.

Under no circumstances will any member of staff be permitted to operate the equipment without proper and adequate training specifically for the type of machine being used.



It is Company policy to issue safety harnesses and will ensure that they are worn at all times by employees using the working platform.

Prior to using any equipment the operator will undertake daily inspections of the equipment before commencing work to ensure that the equipment is in working order.

#### 4.17 Noise

Noise is commonly defined as unwanted sound. It can be a hazard and can cause illness when noise levels are very loud or prolonged. Many elderly people experience difficulties with hearing which is quite normal. Employees are encouraged to wear personal hearing protection wherever necessary to safe guard their hearing from excessive noise whilst at work.

Wherever possible noise levels will be reduced as far as practicable by fitting muffles on tools where appropriate.

Where it is deemed necessary a noise assessment will be undertaken to determine the levels of noise on the work site. Where the levels exceed the recommended levels warning signs will be prominently displayed advising all personnel to wear ear protection.

#### 4.18 Personal Protective Equipment

BAS will compile full risk assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient personal protective equipment to members of staff.

All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment along with procedures for having any damaged or defective equipment replaced.

BAS will compile detailed records for all equipment that is issued along with details of any training that has been given.

#### 4.19 Protection of the Public

The Health and Safety at Work etc. Act 1974 requires all employers to conduct his / her undertakings in a way that other persons, including the general public are not exposed to risks to their health and safety. Precautions should be taken to ensure the safety of visitors to the construction site as far as is reasonably practicable. Precautions will be put into place to prevent access to the site by unauthorized persons. The Company will as applicable carry out the following precautions.

Site hoarding or fencing 2m high will be put into place to effectively enclose the construction site work and will have additional supports to prevent it overturning where necessary.

All highways and footpaths will be kept clean and will be checked at the end of every working day.

Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed.

All electrical equipment will either be securely locked away or effectively locked off.

All plant and machinery will be immobilized and energy source positively locked off.

Petroleum spirit, compressed gas, explosives and chemicals will be locked away when not in use.

Materials should not be stacked too high and should be stable.



Barriers will be maintained around all excavations

Where it is deemed necessary letters will be posted to all residents in the close proximity, warning them of the dangers of the construction site.

#### 4.20 Refurbishment

Refurbishment often gives rise to additional hazards that may affect employees. This is often due to the nature of older construction techniques and materials along with the deterioration of the property.

Prior to any work being undertaken on an older property a thorough assessment will be undertaken to identify if temporary supports and additional personal protective equipment is required. Where necessary details of these arrangements will be incorporated in the Health and Safety Plans. This plan will be revised as the refurbishment work proceeds.

When working on older properties it is feasible that Asbestos and Lead may be present and the appropriate control measure will be adopted. All work that exposes dust will be undertaken using a dust mask or respirator.

Where chemical substances are used to treat any timber for insect or rot it will be undertaken in accordance with the manufacturer's instructions. This type of treatment will only be completed after a full COSHH assessment has been undertaken.

If work is undertaken in properties that may have discarded needles present suitable hand and footwear will be worn. All needles that are discovered will be disposed of safely.

In addition to the normal safety hazards, which are encountered on a construction site, the following points will be taken into consideration: -

All holes and openings will be sufficiently covered or fitted with handrails and toe-boards.

Where floorboards are required to be removed the work will be undertaken systematically to eliminate the need to cross expose holes.

Personal protective equipment will be worn at all times when handling, cutting, breaking or drilling glass.

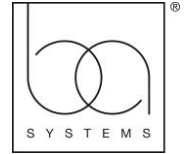
Suitable fire precautions will be taken by removing all flammable waste on a regular basis and by providing fire extinguishers where necessary.

#### 4.21 Safe use of Cranes and Lifting Equipment

No employee under the age of 18 years of age is permitted to operate or direct a crane or lifting equipment. Only trained and qualified banksmen will be permitted to direct the crane using the appropriate signals to avoid confusion.

All lifting equipment that is used on the work site will be thoroughly examined and inspected. Copies of the inspection certificates will be made available at all times. Where mobile cranes are used copies of the certificates will be checked by the site controller prior to the equipment being used.

Before any lift is undertaken, a risk assessment of the task will be completed in order to comply with the Management of Health and Safety at Work Regulations. When the hazards have been identified the appropriate control measures will be put into place.



Lifting slings, ropes, blocks, shackles and all items of lifting equipment will be inspected every six months by an inspector appointed by BAS.. In order to ensure that these inspections have been carried out, suitable identification will be attached to all lifting equipment.

## 4.22 Scaffolding

### General Scaffolding

No scaffold erected by scaffolding contractors will be used by employees unless a safety certificate has been issued to the Supervisor or a copy held and prominently displayed by the main contractor. Once the scaffolding has been erected and a certificate issued no part of the structure will be altered by staff that would render the construction unsafe. In an external situation a competent person will inspect the scaffolding after any adverse weather conditions which may affect the construction.

If any person using the scaffolding feels that it is unsafe or he is not sure, he should contact the Projects Supervisors / Site Managers who will arrange for the unit to be inspected.

### Mobile and Free Standing Tower Scaffolding

The height of the working platform on the above scaffolds will not be more than three times the minimum base width when used outside and three and a half times when used inside (including outriggers if fitted).

The working platform will be fully boarded and the boards will be at least 38mm thick.

Guard-rails and toe boards are necessary on all four sides with possibly a small break at one side by the stepping-off point from the ladder access. Toe-boards will be at least 150mm thick above the platform level. Guard-rails will be between 0.914m and 1.143m above the platform.

Mobile scaffolds will only be used on ground that is firm and level. Moving the scaffold should only be affected by pulling or pushing the base. The working platform will always be clear of men and materials when the scaffold is moved and the path unobstructed. The wheels will be turned outward to provide maximum base dimensions and wheel brakes will be on and locked when the scaffold is being used.

A competent person will inspect all scaffolding before being put into use.

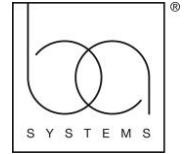
## 4.23 Setting Up Site

The positioning of temporary buildings will be planned in advance to ensure that the structures are placed on stable ground and suitable utility services are available such as water, drainage, electricity etc.

Full COSHH assessments will be supplied in respect of any hazardous substances that are to be used by employees and contractors.

Suitable fire appliances will be provided in all temporary buildings prior to the facilities being used. Notice boards will be erected in prominent positions upon which will be displayed all relevant statutory notices and forms prior to any work commencing. Notices will also be displayed explaining all emergency procedures.

First-aid facilities will be determined by a risk assessment and will be provided as required. In order that the Company complies with the Construction (Health, Safety and Welfare)



Regulations, toilets, welfare and hygiene facilities will be provided as necessary for the number of staff who are working on the construction site.

All welfare facilities will be cleaned on a regular basis and heating, lighting and ventilation will be provided and monitored to ensure that it is adequate.

Safe access and egress will be provided to all temporary buildings, at all times. A competent electrician will install all temporary electrical supplies and Management will obtain a certificate on completion of the installation.

Materials that are required to be delivered to the construction site will only be delivered, as they are required.

#### 4.24 Temporary Electrical Installations

The design and installation of site electrical systems is a matter for specialists. The competence of any electrical contractor will be checked prior to any work being commenced. Any electrical supplies that are provided to buildings such as offices, rest rooms, stores, etc will be regarded as permanent installations and therefore will be required to conform to the IEE Wiring Regulations.

The general electrical supplies for construction sites are listed below: -

- ☒ Plant 415v 3 Phase
- ☒ Portable Tools 110v Single Phase
- ☒ General Site Lighting 110v Single Phase
- ☒ Site Huts 240v Single Phase

Where necessary suitable signs, which conform to the Safety Sign Regulations, will be displayed warning of possible electrical hazards.

Listed below are general guidance and precautions necessary when undertaking work on a construction site: Before any work starts on construction sites the local Electricity Board and the client must be contacted to obtain all the necessary service drawings which indicate existing services.

All existing services should be made dead where there is a possibility of danger to any site operatives.

All electrical cables should be positioned in locations where they cannot be damaged or present possible trip hazards.

All electrical equipment must be visually inspected prior to use to ensure that the items are in a safe working condition. Any damaged equipment should be removed from service immediately.

Where work is required to be done on live electrical circuits, only competent electricians who are using a permit to work system may undertake the work.

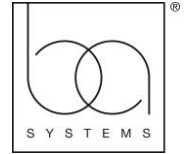
#### 4.25 Underground Services

When undertaking any construction work that involves ground breaking operations it is important that the ground work is planned in advance and full details are obtained of any underground services.

It should never be assumed that any area is free of services and trial holes should be dug and clearly marked.

Where it has been confirmed that services exist, the excavation should be





undertaken by hand. No mechanical plant or power tools should be used on excavations within 1 metre of any underground services.

Prior to undertaking any excavation work the area should be checked for underground services by:

- Using an underground cable detector, e.g. C.A.T.
- By viewing the work surfaces, i.e. the roads, pavements, fields, etc. This may indicate that the surface has been previously disturbed.
- Checking that lines and locations of service access covers.
- Take note of the history of the area and if necessary check them out.

If any services are required to cross any excavations they should be suitably supported to ensure they are not damaged and any which are located in concrete must be isolated before any groundbreaking operations take place.

#### **Damage to Electrical Cables**

If any electrical cables are damaged then everybody in the vicinity must evacuate the area immediately and position themselves so that no one can approach the damaged cable. The Management team should then notify the local electricity board so that they can deal with the matter.

#### **Damage to the Gas Main**

In the event of gas being detected during work operations either as a result of damage to the gas main or for any other reason, the following action must be undertaken:

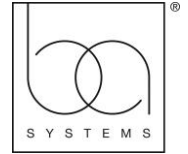
The person in charge must order work to be stopped immediately and all employees and personnel should be cleared from the area

- Employees should be stationed at a safe distance to prevent the general public from entering the area and to warn people to extinguish any smoking materials or naked lights. Barriers should be erected if possible.
- All machines, excavators and plant should be switched off and left standing
- The Management team should notify the local distribution superintendent of the Gas Board immediately
- The Gas Board will make arrangements if Police assistance is required, but this should not deter the site Management from requesting Police assistance if the situation becomes serious

## **4.26 Work on Contaminated Sites**

Prior to undertaking any work on any contaminated land a full assessment will be undertaken identifying any specific hazards that may affect members of staff and any other person working on the site.

All identified contamination will be left in situ until a specialist who can advise the Company on the correct methods of handling the substances examines it. Where it is deemed necessary specialist Companies will be employed to remove and dispose of the contamination safely.



## 4.27 Waste

BAS will dispose of all waste that is generated during the works project in a responsible manner. The collection and disposal of waste will only be undertaken by authorized and registered contractors. Proof of the waste collector's authorization and registration will be obtained before any contracts are awarded. Skips and waste containers will be clearly marked to ensure that the waste is disposed of correctly.

The Site Management will ensure:

- A registered waste carrier only removes waste from site in a safe manner
- Waste from the site is only taken to a facility licensed to accept the waste by the local Waste Regulations Authority.
- Copies of waste transfer notes and confirmation that the disposal site has an approved licence for the waste are provided upon request.
- Special wastes are prescribed by the Control of Pollution (Special Waste) Regulations are transferred to a facility licensed to accept the waste under the consignment note system and the appropriate copies of the consignment note are provided upon request.

## 4.28 Welfare

Adequate and appropriate welfare facilities are provided at the company's premises and operational sites to cater for the requirements relating to toilets, washing, mess rooms and the storage of clothing.

The facilities provided will be maintained in a good working condition and all employees will co-operate with BAS in keeping them clean and dry.

The provision for first aid is in accordance with the Health and Safety (First Aid) Regulations. These include the provision of first aid kits to ensure that they are fully stocked at all times.

All designated first aiders will receive the appropriate training and certification. The First Aider will be responsible for maintaining the first aid kits to ensure that they are fully stocked at all times.

BAS will make separate provisions for the storage of tools, tackle and other site equipment.

When propane gas from cylinders is used for heating, cooking, etc within the facilities, then the cylinders must be located outside the building either chained to the structure or positioned in a suitable storage cage with warning signs prominently displayed.