



Bethell Construction Ltd

Health and Safety Policy

Issue 20 – May 2018

Next Review Date – May 2019

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Part 1**POLICY STATEMENT**

Bethell Construction Limited, a subsidiary of the Bethell Group Plc, accepts the responsibility and obligations under the Health and Safety at Work etc. Act 1974, and all other current Occupational Health and Safety legislation applicable to its operations.

The Company is committed to strive for continual improvement in health and safety performance, and to prevent injury and ill health. This will be achieved by setting various occupational health and safety objectives and targets which will be monitored and reviewed on a regular basis.

It is the policy of the Company that all operations are carried out at all times in such a manner as to ensure, so far as is reasonably practicable, the required health, safety and welfare is achieved for all employees and all persons likely to be affected by its operations, including sub-contractors, licensees and the public, where appropriate.

In particular, the Company will do all that is reasonably practicable to identify hazard areas, assess any risk, provide and maintain safe places of work, use safe methods of working, provide safe plant and equipment, and provide a healthy working environment. To achieve these aims the Company will engage qualified health and safety advice.

The Company believes that through a policy of instruction and training, the provision of information and good supervision, employing skilled and experienced persons, the highest standard of safety can be reached.

Our policy is reviewed on an annual basis by our Directors and Senior Managers, who are responsible for monitoring its operation and effectiveness, by analysing accident / incidents, site inspections, audits and site safety reports.

Time is allowed at board meetings to discuss and review safety matters periodically and when the need arises. Resources will be made available to meet any identified safety needs.

On each site of operation, and at all office accommodation, the Project Manager, Site Agents and Finance Director (Main Office) is required to read and understand the Company's Health and Safety Policy and procedures and ensure that they are observed by all employees under their supervision. This will include among other things adequate welfare facilities, first aid, fire arrangements and accident prevention and reporting procedures.

Furthermore, Managers and Supervisors will take all reasonable steps to ensure all employees are suitably trained to carry out the tasks they are instructed to undertake.

The law states that every employee has a duty to look after his / her own health and safety whilst at work and that of others who may be affected by his / her work and the Company requires all employees to recognise and accept this responsibility. Every employee has the right to refuse to work on health and safety grounds and all such concerns can be raised through the formal company grievance procedure.

The Company will endeavour to work in co-operation with all employees to conform with the laws and regulations affecting their health, safety and welfare at work.

Facilities will be made available for consultation with employees on all sites and in offices, which meet the requirements of the Health and Safety (Consultation with Employees) Regulations (HSCER) 1996.

The Company will undertake to communicate this Policy to all persons working for the organisation, by way of displaying it at all depots, site offices, on the Company intranet and website.

A handwritten signature in black ink, appearing to read "V O'Dowd".

V O'Dowd
Managing Director

A handwritten signature in black ink, appearing to read "I Madden".

I Madden
HSQE Director

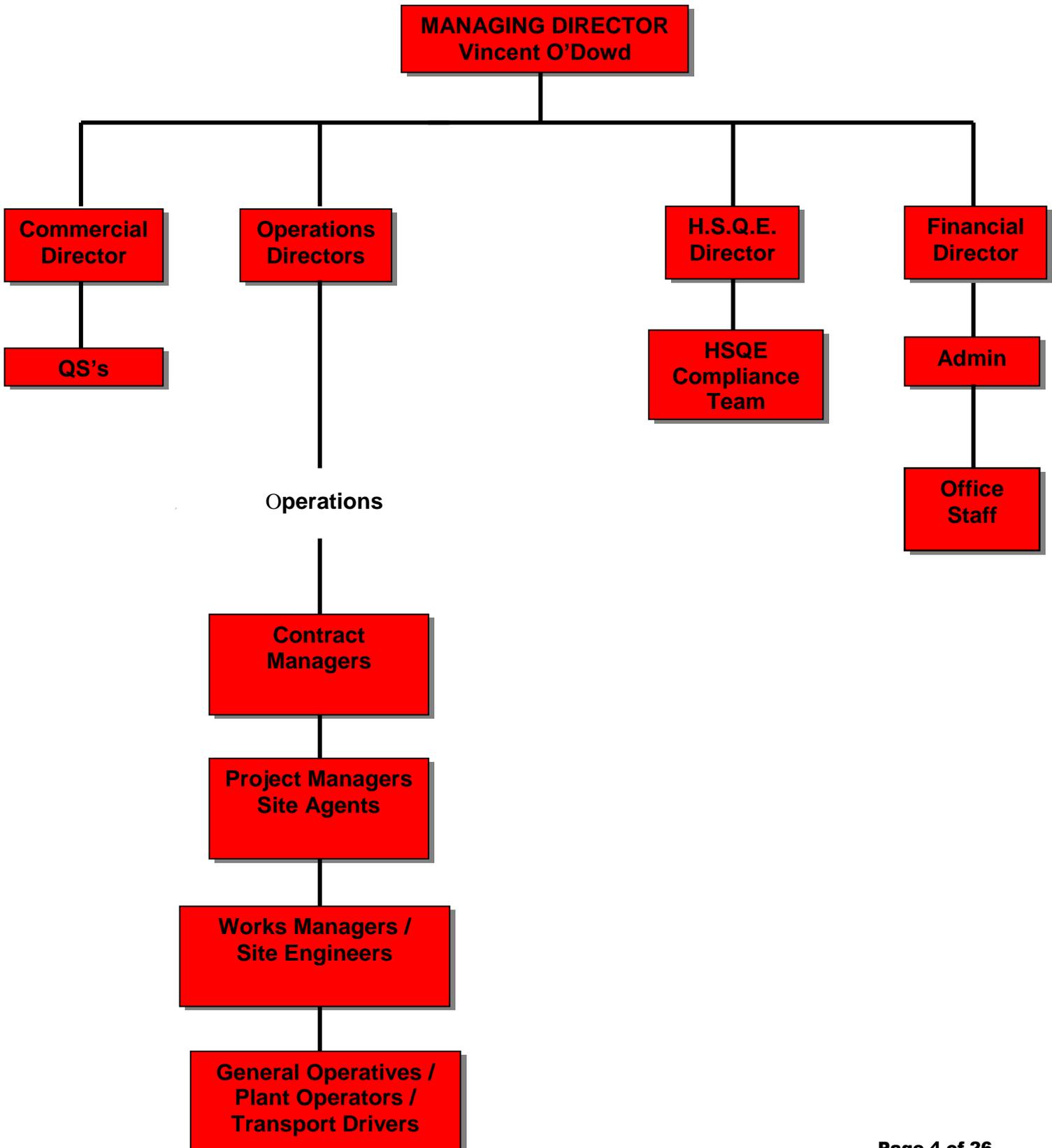
Date: **09th May 2018**

Part 2

ORGANISATION and RESPONSIBILITIES

2.1

COMPANY ORGANISATION CHART



2.2

RESPONSIBILITIES and DUTIES

2.2.1 Managing Director

The Director with ultimate responsibility for health and safety is the Managing Director – Vincent O'Dowd. He is responsible for:

- Assisting with the preparation, annual review and update of a Statement of the Company's Policy for health and safety, and for ensuring that it is brought to the notice of all employees.
- Ensuring instructions, procedures and methods are maintained, in line with the requirements of OHSAS 18001, for implementing the Company's Health and Safety Policy, and ensuring that each person is aware of their responsibilities via the provision of suitable information, instruction and training as required.
- Being aware that applicable statutory requirements affect the Company's operations.
- Administering the Company's Health and Safety Policy throughout the Company by appointing a HSQE Director to be responsible for all aspects of health and safety.
- Ensuring that suggestions for improved health and safety matters raised by the HSQE Director or any employee will be considered and, if necessary, acted upon.
- Ensuring that appropriate training is given to all staff as necessary.
- Ensuring that tenders allow for adequate welfare facilities and safe working methods and equipment.
- Ensuring that accidents / incidents are reported and investigated where necessary, analysed and information retained.
- Ensuring that safe working practices are adhered to as laid down within the safe systems of work, and for ensuring that work is planned, the risks assessed and that the work is carried out in accordance with the statutory provisions.
- Ensuring systems are in place for dealing with any member of staff failing to discharge satisfactorily the responsibilities allocated to him / her.
- Ensuring there is liaison on health and safety matters between the Company and others who may be affected by its operations.
- Encouraging the distribution of health and safety literature and communication throughout the Company.
- Allocating sufficient resources and facilities to meet the requirements of the Company's Health and Safety Policy.
- Reminding Managers that safety related performance will be taken into account during performance related reviews.
- Setting a personal example when visiting sites by wearing the correct protective clothing.
- Striving to make continual improvement, by setting annual health and safety objectives and targets.

2.2.2 Operations Directors are responsible for:

- Assisting with the annual review and update of a Statement of the Company's Policy for health and safety, and for ensuring that it is brought to the notice of all employees.
- Implementing the Company's Health and Safety Management System in line with the requirements of OHSAS 18001 and the Company's Health and Safety Policy, and the arrangements for the prevention of accidents, the maintenance of a safe and healthy working environment and set targets for the reduction of accident rates, damage to all property and waste.
- Knowing the broad requirements of the Health and Safety at Work etc. Act 1974, Construction Regulations and associated approved Codes of Practices, the EEC Directives and the more recent CDM 2015 Regulations, and ensure that they are being observed throughout the Company.
- Understanding and adhering to the Company's Safety Rules.
- Ensuring that the respective Managers / Contract Managers / Project Managers and Works Managers Agents under their control are adhering to Bethell's requirements to ensure that:
 - All site workers sign up daily to the Method Statements and Risk Assessments applicable to their work to confirm understanding and necessary compliance
 - All employees receive a Bethell Induction
 - Where applicable due to accreditation and Client requirements, all subcontractors receive a Bethell Induction
 - All site workers (employees, agency workers and subcontractors) receive a site specific induction
 - Where applicable for major / term contract awards, all employees and subcontractors receive a tailor made / bespoke induction
 - Under no circumstances, will any subcontractor be used on any Bethell site unless they have been assessed and approved via the Supply Chain Approval process prior to their engagement
- Ensuring that all levels of staff receive adequate and appropriate training and insist that safe working practices are regularly observed. Ensure that personal protective clothing is identified, supplied and worn.
- Making certain that in tendering, at planning stages and production processes, allowance is made for adequate welfare facilities plant and equipment including personal protective equipment to aid in reducing accidents or spoiling the environment.
- Giving advice, as requested, to Estimators preparing tenders on sound methods of work and adequate welfare facilities.
- Ensuring that health and safety activities between main contractors, Safety Representatives, sub-contractors and any other individual contractors or specialists who may be working on the same site are co-ordinated.
- Ensuring the procedures for the reporting of injuries, disease and dangerous occurrences are actioned when necessary.
- Reprimanding any member of staff failing to discharge satisfactorily the responsibilities allocated to him / her.
- Encouraging liaison with external Accident Prevention Organisations, The Health and Safety Executive and the distribution of pertinent information throughout the firm.
- Ensuring that suggestions for improved health and safety matters raised by the HSQE Director or any employee will be considered and, if necessary, acted upon.
- Arranging for funds and facilities to be available to meet the requirements of the Health and Safety Policy.
- Ensuring that you are fully conversant with the duties of all staff and employees under your control and that these duties are efficiently carried out.

- Determining at the planning stage:-
 - The most appropriate order and method of working.
 - Provision of adequate lighting, heating and ventilation.
 - Provision of adequate temporary access.
 - Allocations of safety responsibilities with sub-contractors and others.
 - The method of dealing with hazards which might arise from overhead or underground services by the provision of information, equipment and procedures.
 - Facilities for First Aid, Fire-fighting, Welfare and Sanitation.
 - Training and instruction required for site personnel.
 - Ensuring the protection of the public and third parties throughout the construction phase.
 - That temporary works and lifting operations are designed, planned and undertaken by suitably trained personnel
- Providing instructions, where necessary, to establish safe systems and methods of work, explaining sequence of operations to highlight potential hazards at each stage and indicate precautions to be adopted.
- Ensuring so far as is reasonably practicable, that work, once started, is:
 - Carried out as planned and that account is taken of changing or unforeseen conditions due to work in progress.
 - Carried out in accordance with all current Regulations.
 - Undertakes periodic joint safety inspections with the site management
- Taking appropriate action when notified of disregard on site of HSE Inspector or HSQE. Advisor's advice.
- Ensuring that PPE is identified, supplied and worn.
- Setting a personal example on site by wearing appropriate personal protective equipment and to strive for continual improvement.

2.2.3 HSQE Director is responsible for:

- Ensuring that the OH&S management system is established, implemented and maintained in accordance with OHSAS 18001:2007.
- Developing and implementing Company HSE Plans to deliver the targets and objectives.
- Liaising with the Company Managing Director / Operations Directors responsible for health and safety with the view to setting targets and objectives and for providing feedback in relation to areas of actual and potential weakness.
- Liaising with the Company Managing Director / Operations Directors responsible for health and safety to ensure that the Company has adequate health and safety cover / resources.
- Advising management on all aspect of health safety and welfare issues in which actual and potential areas of weakness have been identified and for monitoring that suitable and effective action is taken to address the respective issues.
- Ensuring that the OH&S management system is established, implemented and maintained in accordance with OHAS 18001
- Ensuring that reports on the performance of the OH&S management system are presented to top management for review and used as a basis for improvement of the OH&S management system.
- Ensuring that all OH&S management system Policies, procedures, forms and other associated documentation is controlled and the latest versions available.
- Ensuring that schedules are established for OH&S management system audits and these audits are carried out and any findings are monitored and closed out.
- Maintaining an effective means of communication so as to maintain the flow of Health and Safety information into, within and out of the Company.
- Liaising with the respective enforcing authorities.
- Providing updates to the Company in relation to changes in legislation and codes of practice.
- Liaising with management, Clients and the Authorities in relation to the notification of accidents / incidents and dangerous occurrences.
- Liaising with the Director at regular intervals to ensure that he is aware of each Business Stream's performance and the action that is being taken to address the respective issues.
- Co-coordinating the activities of the Company's health and safety management team.
- Disciplining any member of site supervisory staff failing to discharge his safety responsibilities satisfactorily
- Setting a personal example on site by wearing appropriate personal protective equipment and to strive for continual improvement.

2.2.4 Contract Managers are responsible for:

- Reading and understanding the Company's Health and Safety Policy, and their responsibilities within it, and ensuring that the policy is displayed prominently on each site, and appreciate the responsibility allocated to each grade of employee.
- Knowing the requirements of the Construction Regulations, relevant parts of the Health and Safety at Work etc Act 1974 and associated Approved Codes of Practices, the EEC Directives and the recent CDM Regulations 2015, ensure the various aspects of this legislation is observed on sites.
- Understanding and adhering to the Company's Safety Rules.
- Ensuring that they, and the respective Project Managers / Site Agents / Works Manager's / Site Engineers under their control are adhering to Bethell's requirements to ensure that:
 - All site workers sign up daily to the Method Statements and Risk Assessments applicable to their work to confirm understanding and necessary compliance
 - All employees receive a Bethell Induction
 - Where applicable due to accreditation and Client requirements, all subcontractors receive a Bethell Group Induction
 - All site workers (employees agency staff and subcontractors) receive a site specific induction
 - Where applicable for major / term contract awards, all employees and subcontractors receive a tailor made / bespoke induction
 - Under no circumstances, will any subcontractor be used on any Bethell site unless they have been assessed and approved via the Supply Chain Approval process prior to their engagement
- Ensuring that they are fully conversant with the duties of all staff and employees under their control and that these duties are efficiently carried out.
- Determining at the planning stage:-
 - The most appropriate order and method of working.
 - Provision of adequate lighting, heating and ventilation, the standards of which are outline in Health and Safety legislation.
 - Allocations of safety responsibilities with sub-contractors and others and the acceptability of their written Safe Systems of Work, Method Statements and Risk Assessments.
 - The method of dealing with hazards which might arise from overhead or underground services by the provision of information, equipment and procedures.
 - Facilities for first aid, fire-fighting, welfare and sanitation.
 - Training and instruction required for site personnel.
 - Ensuring the protection of the public and third parties throughout the construction phase.
 - That temporary works and lifting operations are designed, planned and undertaken by suitably trained personnel
- Providing written instructions to establish safe systems and methods of work, explaining sequence of operations to highlight potential hazards at each stage and indicate precautions to be adopted.
- Checking over working methods and precautions with Site Management before work starts.
- Ensuring so far as is reasonably practicable, that work, once started, is:-
 - Carried out as planned and that account is taken of changing or unforeseen conditions due to work in progress.
 - Carried out in accordance with all current Regulations.
 - Undertakes periodic joint safety inspections with the site management
- Disciplining any member of site supervisory staff failing to discharge his safety responsibilities satisfactorily.
- Taking appropriate action when notified of disregard on site of Health and Safety Executive (HSE) Inspector

or internal HSQE advice.

- Setting a personal example on site by wearing appropriate personal protective equipment, as detailed within the site specific rules and / or risk assessment.

2.2.5 Project Managers / Site Agents are responsible for:

- Reading and understanding the Company's Health and Safety Policy, and be aware of their responsibilities within it.
- Organise the site so that work is carried out in accordance with the specifications and general conditions of contract, with minimum risk to the workforce, equipment and materials and, where appropriate, using the work method instructions in written form prepared by Senior Management.
- Having outline knowledge of the Health and Safety at Work Act, the Construction Regulations, EEC Directives relevant to the work and appropriate Approved Codes of Practices and the requirements of the CDM 2015 Regulations.
- Understanding and adhering to the Company's Safety Rules.
- Ensuring that they, and the respective Trades / Works Manager / Site Engineers under their control are adhering to Bethell's requirements to ensure that:
 - All site workers sign up daily to the Method Statements and Risk Assessments applicable to their work to confirm understanding and necessary compliance
 - All employees receive a Bethell Induction
 - Where applicable due to accreditation and Client requirements, all subcontractors receive a Bethell Induction
 - All site workers (employees and subcontractors) receive a site specific induction
 - Where applicable for major / term contract awards, all employees and subcontractors receive a tailor made / bespoke induction
 - Under no circumstances, will any subcontractor be used on any Bethell site unless they have been assessed and approved via the Supply Chain Approval process prior to their engagement
- Ensuring that site has received the required Safety Documentation Pack and has established a Site safety File, and that all the statutory and non-statutory registers, records, and abstracts contained in the Pack are put into use, any reports are in order and that the competent persons appointed have sufficient knowledge of plant, machinery, support systems to evaluate all aspects of its safe operation and use. Ensure all statutory registers are preserved and returned to Head Office.
- Ensuring that Site Specific Method Statements and Risk Assessments (including Fire Risk Assessments) for unusual or high-risk operations incorporate safety procedures for operatives, members of the public, the environment and emergency procedures for evacuation, fire-fighting, and rescue in the event of flooding, fire or explosion.
- Ensuring that persons appointed who operate plant and machinery have had sufficient training to operate them safely and are aware of the locations and details of underground and overhead services. Ensuring a cable locator is available when required and that located cables are marked. Overhead services should be identified for plant operations.
- Where necessary, giving supervision on site, such as respective Trades / Works Manager / Site Engineers, precise instructions on their responsibilities for correct working methods; see that they do not permit or require site operatives and particularly young persons to take unnecessary risks.
- Ensuring that all substances that are identifiable as hazardous under the C.O.S.H.H. Regulations are assessed for the risks related to them and the precautions required to minimise the risk. Hazard information from suppliers / manufacturers will be obtained and made available to users.
- Arranging delivery and stacking of materials to avoid doubling risks from double handling; positioning plant effectively; ensuring that electricity and other services are installed and maintained without endangering

personnel or equipment. Maintaining good standards of housekeeping, safe means of access and egress to all places of work. Removing surplus material and debris from site as soon as practicable.

- Implementing arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility and ensuring that any terms and conditions in the Contract are adhered to.
- Ensuring that any protective equipment which may be required and provided against hazards and any clothing provided against the working environment or the weather elements is available when necessary and that the user is fully conversant in its use, its limitations, if any, and the procedure in case of emergency or warning by detection equipment, or a failure by any personal protection equipment by either loss or damage.
- Ensuring that adequate first aid equipment, as required by the Health and Safety (First Aid) Regulations 1981, is available and provision for first aid treatment is available and their identity, location and procedures are known at all times to persons working on site.
- Ensuring that suitable emergency procedures are in place and that proper care is taken of casualties and information available stating medical help and ambulance services in the event of serious injury or nominate others to act in an emergency. Complete accident report form. Inform the H.S.Q.E. Department.
- Ensuring, where necessary, he accompanies Health and Safety Executive (HSE) Inspectors on site visits and act on his recommendations.
- Releasing supervisors and operatives, where necessary, for safety training.
- Co-operating with the Company H.S.Q.E. Department and acting on their recommendations.
- Liaising with the Client's (and other external) Representatives as required on all safety matters.
- Ensuring that all site operatives, staff and visitors are given a suitable site induction upon first arrival on site.
- Ensuring that all routine operations are carried out in accordance with the Company's Safe Systems of Work.
- Ensuring that all operatives receive a daily health and safety briefing in relation to the work to be undertaken.
- Ensuring that all site operatives receive regular tool box talks.
- Ensuring that all periodic Safety Inspections of Plant and Equipment are carried out in accordance with legislation and Bethell's procedures.
- Carrying out regular site inspections to assess standards of health and safety on site and act promptly on any non-compliances.
- Setting a personal example on site by wearing appropriate personal protective equipment, as detailed within the site specific rules and / or risk assessment.

2.2.6 Works Managers / Site Engineers are responsible for:

- Reading and understanding the Company's Health and Safety Policy, and be aware of their responsibilities within it.
- Being familiar with their obligations under the Health and Safety at Work etc Act 1974, and the Construction or other Regulations applicable to the work on which employees are engaged and insist that those Regulations are observed.
- Understanding and adhering to the companies safety rules.
- Ensuring that they, and the respective site workers under their control are adhering to Bethell's requirements to ensure that:
 - All site workers sign up daily to the Method Statements and Risk Assessments applicable to their work to confirm understanding and necessary compliance
 - All employees receive a Bethell Induction
 - Where applicable due to accreditation and Client requirements, all subcontractors receive a Bethell Induction
 - All site workers (employees and subcontractors) receive a site specific induction
 - Where applicable for major / term contract awards, all employees and subcontractors receive a tailor made / bespoke induction
 - Under no circumstances, will any subcontractor be used on any Bethell site unless they have been assessed and approved via the Supply Chain Approval process prior to their engagement
- Ensuring that entry into confined spaces is carried out in accordance with the Company's written procedure, a copy of which is enclosed in the Site Safety File and that a Permit to Work is in force where necessary.
- Incorporating safety instructions in routine orders and see that they are observed and when materials are purchased direct by site from a local supplier all relevant information in the use, the hazards and the precautions to be taken, if any, are available and understood by the user.
- Restraining the workforce from taking unnecessary risks and issue appropriate orders where safety rules are not being observed.
- Ensuring that new employees, especially young persons, learn to take safety precautions and are instructed on the hazards associated with the work before they are set to work in areas which may be hazardous.
- Commending operatives who by action or initiative eliminate hazards.
- Discouraging those who constantly fail to consider their own wellbeing and that of others around them.
- Ensuring that mechanical plant is operated only by persons holding a CPCS certification and that any other hand held plant is operated by a competent person conversant in its use.
- Reporting defects in plant, transport and other equipment to the Project Manager / Site Agent or Head Office Plant Department.
- Ensuring that the location of all underground and overhead services are known before any excavation commences by the use of service drawings, cable locators and trial holes. The positions should be marked, protected and signed.
- Ensuring that suitable protective clothing and equipment is available and used correctly at all times.
- Set a personal example by wearing or using the correct safety equipment or procedure for each operation.
- Ensuring that tool box talks are carried out to meet the agreed targets.
- Carrying out inductions and daily safety briefings during the absence of the Project Manager / Site Agent.

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- Ensuring that if segregation of plant and pedestrians cannot be implemented, a banksman is assigned to prevent plant moving near to approaching pedestrians.
 - Not allowing other members of the workforce to approach a machine and engage in conversation with the operator. If anyone approaches the machine operator, the engine must be switched off, and the operator must dismount the machine so that conversation can take place without risk.

2.2.7 Plant Operators are responsible for:

- Reading and understanding the Company Health and Safety Policy.
- Understanding and adhering to the Company's Safety Rules.
- Signing up daily to the Method Statements and Risk Assessments applicable to their work to confirm understanding and necessary compliance
- Attending Company, contract and site specific inductions as required.
- Ensuring they only use plant / machinery / equipment for which they have been trained to use, and are in possession of current Plant Certification endorsed for the type of plant they are operating.
- Carrying out daily checks on their plant / machinery / equipment for defects, and recording the details of the inspection in the appropriate register.
- Ensuring that any defects in the plant / machinery / equipment are reported immediately to their Supervisor, and to refrain from using the plant / machinery / equipment until the defect(s) have been rectified.
- Wearing suitable ankle supporting footwear (no rigger boots) and other protective clothing and equipment, especially hearing protection (due to prolonged exposure to noise), whilst working on site.
- Using the plant / machinery / equipment for the purpose it was designed for.
- Ensuring that whilst operating your machine that other persons are well clear, especially when slewing or reversing. In confined spaces a slewing clearance of at least two feet must be maintained, or if this is not possible, barriers must be maintained in position to prevent persons entering a position where they are liable to be trapped.
- Ensuring that a banksman or reversing assistant must be in attendance whilst reversing any plant, and ensure that everyone understands the signals that will be used.
- Checking utility plans, prior to starting work, in order to determine the location of underground or overhead services. They must also be in possession of a written and signed permit to dig. If in doubt, check with the Site Management.
- Ensuring that lifting equipment is situated on firm and level ground and are using extended outriggers and that they are in possession of a written and signed off lifting plan.
- Ensuring they never use supplementary equipment, such as chains, slings, lifting eye's etc, they suspect are defective, not strong enough for the lift or not properly secured to either the object or the machine. They must ensure that all lifting equipment and accessories have the correct certification. If in doubt, they must speak to the Site Management.
- Ensuring they understand the operating, testing and signalling procedures of any safe load indicator fitted to their machine.
- Reporting all accidents or damage, however minor, to their Supervisor.
- Preventing horseplay and dangerous practical jokes.
- Halting works and reporting to their supervisor if ground conditions change from those outlined in their daily briefing.
- Asking their Site Management if in any doubt.

2.2.8 Transport (Company Vehicle and Plant) Drivers are responsible for:

- Reading and understanding the Company Health and Safety Policy.
- Understanding and adhering to the Company's Safety Rules.
- Signing up daily to the Method Statements and Risk Assessments applicable to their work to confirm understanding and necessary compliance
- Attending Group, contract and site specific inductions as required.
- Informing their employer (under legal obligation) of any changes that may affect your driving licence, i.e. change of address, state of health, endorsements etc.
- Ensuring they only drive a vehicle for which they are currently licensed and familiar with all the controls.
- Ensuring any serious defect in their vehicle is reported immediately to the Site Manager or Transport Department.
- Making regular inspections of their vehicle for obvious defects and report them to the Transport Department. Windows, lights and number plates should be cleaned regularly.
- Wearing suitable ankle supporting footwear (no rigger boots) and other protective clothing including a helmet, whilst working on site.
- Vacating the cab of their vehicle when it is being loaded with loose material (unless suitable means are provided to protect the cab).
- Driving in a safe manner at all times and be particularly careful when driving on sites to consider the condition of temporary access roads or roads that are under construction and being used for access purposes, to prevent damage to underground drains, services etc.
- Ensuring, before reversing, that there are no obstructions or persons behind their vehicle and that a Banksman is present to assist the manoeuvre.
- Ensuring when reversing or driving towards an edge that a suitable stop has been provided to prevent their vehicle going over the edge.
- Ensuring that after tipping a load, you do not travel until the tipper body has been returned to the travelling position. Under no circumstances must anyone reach under an un-propped tipper body.
- Being extra careful when operating tipper bodies near overhead services.
- Reporting all accidents or damage, however minor, to the Site Management or Transport Department.
- Ensuring that all loads on their vehicle are well secured and also that the vehicle is not overloaded or loaded in such a way as to affect its safe handling.
- To always drive their vehicle in a courteous manner that cannot be construed as dangerous by members of the public.
- Asking their Site Management or Transport Dept. if in any doubt.

2.2.9 General Operatives are responsible for:

- Reading and understanding the Company Health and Safety Policy.
- Understanding and adhering to the Company's Safety Rules.
- Signing up daily to the Method Statements and Risk Assessments applicable to their work to confirm understanding and necessary compliance
- Attending Company, contract and site specific inductions as required.
- Taking ownership of health and safety and refraining from adopting unsafe acts at all times.
- Participating in all required training.
- Ensuring they only operate any mechanical or electrical plant, tools or equipment for which they are trained and hold current, appropriate certification of training.
- Reporting any defects in plant or equipment to their supervisor.
- Using the correct tools and equipment for the job and to report and defects noted in tools and equipment to their Supervisor.
- Ensuring they receive a Site Specific Induction upon arrival at a new work location.
- Advising new employees, particularly apprentices and young people, of known hazards that exist on site and the precautions that must be taken to control / avoid them.
- Refraining from undertaking any work with hazardous substances and processes unless a COSHH Assessment has been undertaken, and that they understand and comply with it.
- Ensuring that they take all personal hygiene measures necessary to prevent industrial related diseases / conditions.
- Working in a safe manner at all times, and to refrain from taking any unnecessary risk, which could endanger themselves or others.
- Wearing suitable and correct personal protective equipment and protective clothing where a risk exists.
- Suggesting ways of improving safety and eliminating hazards.
- When driving any vehicle on site they must ensure before reversing that there are no obstructions or persons behind their vehicle and that a banksman is present to assist the manoeuvre.
- Refraining from dangerous practical jokes or horseplay, and not to abuse welfare facilities or safety equipment which has been provided for their safety, e.g. fire extinguishers, first aid etc.
- Reporting any accident / incident or damage, however minor, to their Supervisor.
- Asking their Supervisor if in any doubt.

2.2.10 All Employees / Office Staff are responsible for:

- Reading and understanding the Company Health and Safety Policy and familiarise yourself with the HSQE Management System.
- Familiarising themselves with their responsibilities under the Health and Safety at Work etc Act 1974 and other relevant legislation such as the Offices, Shops and Railway Premises Act 1963, the EEC Workplace Directive, always remembering that this is criminal law.
- Reading and adhering to the Bethell Safety Rules.
- Where required, signing up daily to the Method Statements and Risk Assessments applicable to their work to confirm understanding and necessary compliance
- Attending Company, contract and site specific inductions as required.
- Warning others, especially young persons and new starters of known work hazards, and suggest ways of eliminating them.
- Reporting any accident or damage, however minor, to their Supervisor and for recording the details in the accident book.
- Ensuring that their clothing, and particularly their footwear, are suitable with due regard for health and safety.
- Not attempting to use machines that they have not received training on, and are not familiar with.
- Ensuring that corridors, office floors, doorways etc., are kept clear and free from obstruction, trailing wires, drawing pins, open desks or filing cabinet drawers etc.
- Reporting any defects in office equipment or machinery, faulty lighting, floor-coverings, stair treads, slippery surfaces, water leaks etc immediately to their Supervisor.
- Eliminating fire hazards by keeping floors, passageways and under stairs clear of rubbish and waste. Always place waste in the bins provided.
- Ensuring that storage and filing areas are not overloaded or stacked dangerously and that lighting is adequate.
- Preventing injuries and collisions by not standing in front of closed doors which can open suddenly or reading whilst walking or climbing stairways.
- When using stairways, they must proceed carefully and use the handrails.
- Ensuring they do not attempt to reach items on high shelves unless using steps of another safe means of access.
- Not using furniture, desks or other equipment which is defective. They must report defective furniture to their Supervisor.
- Ensuring they are extra careful with broken glass or other sharp objects that could cause cuts whilst handling or collecting. They must not dispose of sharp objects in the bin.
- Ensuring that they do not try and carry out maintenance on machinery or equipment that is working. The law forbids them to operate machines unless they have been properly trained.
- Ensuring that office machinery must not be cleaned by persons under 18 years of age, if doing so would expose the person to danger or risk of injury.
- Ensuring that they do not attempt to lift or move, on their own, articles or materials so heavy to be likely to cause injury.

- Ensuring that if fatigue, eyestrain or other discomforts are found through prolonged use of V.D.U. equipment, they must contact their Supervisor for advice.
- Exercising great care with small sharp equipment like knives, scissors, staplers etc, and carry this type of equipment in such a way that edges or points cannot inflict puncture wounds on themselves or others.
- Ensuring that when using chemicals / hazardous substances (e.g. cleaning, copier or correction fluids etc), they comply with the requirements of any assessment made for its safe use (or read the safety warning label published on the label).
- Ensuring they are aware of the location of the first aid equipment.
- Ensuring they know the procedure in the event of a fire, or other emergency, and are familiar with the location of the fire warning and fighting equipment and the escape routes in case of fire.
- Adhering to the Company's Smoking Policy and only smoke in designated areas.

2.2.11 Subcontractors (The Principals of the Company) are responsible for:

- Ensuring that their teams / operatives comply with Bethell's Policies and Procedures for Health and Safety and with any Client / Contract requirements that are contained within the Health and Safety Plan for the site.
- Abiding by all rules procedures and guidelines outlined in their site-specific induction.
- Executing their work in accordance with the relevant statutory provisions, taking into account the safety of others who may be affected by their operations.
- Signing up daily to the Method Statements and Risk Assessments applicable to their work to confirm understanding and necessary compliance
- Attending Company, contract and site specific inductions as required.
- Ensuring that where applicable, that each team completes a site specific risk assessment prior to commencing any operation and for ensuring that it is up to date as a minimum on a daily basis.
- Ensuring that all plant and equipment brought onto site is safe and in good working condition fitted with any necessary guards and safety devices.
- Ensuring that power tools or electrical equipment greater than 110 volts are not brought onto site unless suitable 110 volt equipment does not exist in which case the equipment must be protected by a suitable earth leakage device.
- Reporting all accidents / incidents to the relevant Project Manager / Site Agent so that an investigation can be undertaken in a timely manner.
- Complying with any safety instructions given to them by the division's representatives including.
- The provision of:
 - Suitable PPE
 - Suitable First Aid Equipment
- Ensuring that their workplaces are kept clean and tidy, and that all debris, waste materials, etc are cleared as work proceeds.
- Ensuring that all operatives, visitors etc, on site, wear all the necessary personal protective equipment and protective clothing as defined within Bethell's rules and risk assessments at all times whilst on site.

Part 3**ARRANGEMENTS****3.1 ACCIDENT REPORTING PROCEDURE**

- The procedures regarding the reporting of accidents, dangerous occurrences and occupational ill-health are set out in detail in the specific procedures available from the Company HSQE Management System.

3.2 CHILDREN ON CONSTRUCTION SITES

- While it is accepted that the activities undertaken by the company do not place children at additional risk, the company accepts the further precautions required to prevent injury to children who may trespass onto any site where activity by the company is taking place.
- With this in mind the company accepts the requirements of secure fencing around sites and individual hazards, the safe stacking and storing of any materials and the securing of all working platforms at the end of any working day.
- The company undertakes to bring to the attention of any supervising Contractor or the company Directors any shortcomings in site procedures to reduce risk and prevent access and injury to children.

3.3 ELECTRICAL HAZARDS

- All portable equipment, hand tools and temporary lighting will be operated at a voltage not exceeding 110 volts.
- Such a 110 volt supply may be operated from a double wound transformer, either single or three phase with a centre tap on earth. This effectively reduces the maximum potential voltage to 55 volts.
- All portable generators will only operate portable tools at 110 volts.
- All portable equipment will be PAT Tested in accordance with legal requirements.

3.4 FIRE PREVENTION

- Fire Risk Assessments will be carried out at all premises, depots and sites as necessary.
- Accepting the risks associated with timber as a ready source of fuel in the event of fire, the company undertakes to ensure good housekeeping to prevent the accumulation of combustible material.
- Where 'hot works' are carried out (e.g. welding), a Hot Works Permit must be completed and adhered to, with appropriate controls implemented.
- The company will, when not provided by a main contractor, provide appropriate fire fighting equipment.
- The company will ensure that any fire extinguisher provided for this purpose is suitable, in good condition, fully charged and has been inspected within the last twelve months.

3.5 FIRST AID ARRANGEMENTS

- The company accepts that the Health and Safety (First Aid) Regulations 1981, place a duty on all employers to ensure adequate first aid facilities for all employees.
- The company will, when not provided by the main contractor, provide appropriate first aid kits and first aid training to employees. The company will ensure that such first aid kits are correctly stocked and refilled when necessary. The company will nominate an appointed person to carry out this procedure.
- The company will acquaint itself with the location of first aid kits when provided by a main contractor as well as the location and identify of any appointed person if nominated.

3.6 POWERS AND PROCEDURES OF BOTH HSE INSPECTORS AND ENVIRONMENT AGENCY INSPECTORS

- The company is aware of and appreciates the powers, duties and responsibilities of Enforcing Officers and will undertake at all times to co-operate with them in all aspects of their duties.

3.7 NOISE and VIBRATION

- The procedures regarding how the Company manages noise and vibration are set out in detail in the specific procedures available from the Company HSQE Management System.

3.8 PROTECTIVE CLOTHING AND EQUIPMENT

- The procedures regarding how the Company manages the issue of PPE are set out in detail in the specific procedures available from the Company HSQE Management System.

3.9 WORKING at HEIGHT

- The Work at Height Regulations 2005 require that all work at height is controlled regardless of the height if persons can be injured.
- Bethell requires that when working at height, the following hierarchy of controls are implemented:
 - Avoid work at height
 - Use work equipment (e.g. mewps) or other measures to prevent falls
 - Minimise the distance and consequences of a fall should it occur

3.10 LADDERS

- Ladders should be used as a last resort when all other means of access have been considered and can only be used to work from if the work is of light duty and short duration. When using ladders this should be a two person operation.
- Ladders of an industrial standard will be used.
- Ladders must be sound and free from splits and broken rungs.
- Ladders should be placed on a firm level base and set at an angle of 4 (vertical) to 1 (horizontal).
- Ladders should be securely tied to scaffolds or footed and extend above the working platform if used for access.
- All ladders will be fitted with a tag and included on the ladder log. Ladders should be subject to formal inspection every three Months.

3.11 HOUSEKEEPING

- All company employees must keep their areas clean and should not allow rubbish and scrap etc. to build up. They must make sure that they leave the working area in a tidy and safe condition.

3.12 ABRASIVE WHEELS

- All such machines will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.
- Eye protection in accordance with the Personal Protective Equipment at Work Regulations 1992 will be provided and worn.
- Operatives may only mount the wheels if they are properly trained in accordance with the PUWER 1998. The names of the trained persons will be recorded.
- A certificate of training is to be issued to every trained person

3.13 COSHH (CONTROL of SUBSTANCES HAZARDOUS to HEALTH)

- The procedures regarding how the Company manages COSHH are set out in detail in the specific procedures available from the Company HSQE Management System.

3.14 HEALTH SURVEILLANCE

- Bethell Construction Ltd is committed to providing health surveillance for employees who are occupationally exposed to hazards. This is to ensure the health and safety of employees and to promote their wellbeing by providing health surveillance to monitor the effectiveness of risk control strategies and adverse health effects on employees from exposure to physical hazards or hazardous substances.
- The Health Surveillance systems in place will meet all regulatory and other requirements and all activities identified as requiring health assessment will have a system in place for medical testing, recording results and monitoring ongoing health and well being.
- All employees who are identified as requiring further assessment on commencement or during their employment will participate with any further relevant health testing.

3.15 LIFTING OPERATIONS

- The procedures regarding how the Company manages lifting operations are set out in detail in the specific procedures available from the Company HSQE Management System.

3.16 TEMPORARY WORKS

- All temporary works such as scaffolding, falsework, earthwork support, cofferdams, piling platforms etc must be designed by a competent person and relevant site works overseen by a Temporary Works Coordinator.
- Temporary works are to be inspected on a regular basis by a competent person and a record of inspection kept on site.
- Alterations and amendments to temporary works must only be undertaken by competent persons.

3.17 SITE TRANSPORT (DUMPERS, EXCAVATORS ETC)

- Only trained and authorised employees over the age of 18 years and holding a current driving licence are allowed to drive transport on site. Also, current plant certification will be held by all persons operating plant/machinery.
- Company employees are aware of the hazards involved in the reversing of transport and must follow the following procedures:-
 - Wear seatbelts if fitted.
 - Roll over protection (if fitted) must remain in place at all times the machine is in use.
 - Wear high visibility jacket or vest.
 - Make themselves known to the driver that they will be giving the commands (Banksmen).
 - Ensure that the driver understands the signals involved in the reversing procedure.
 - Keep the reversing movement to the minimum.
 - Stay in full view of the driver at all times.
 - Ensure that the area being reversed into is clear of persons and plant etc.
 - Inform the driver that he/she must stop immediately if he / she loses sight of him/her.
 - Only the driver is allowed to undo the tailgate or back opening of the vehicle.
- No passengers are allowed on any site transport unless the vehicle is designed for this purpose.
- The company's mobile plant will carry all relevant certificates.
- The operators will carry out daily checks of the mobile plant and inform the company of and defects that need rectifying.

- All lifting appliances including excavators must be inspected weekly and a record / log must be maintained.
- All operators of mobile plant must make themselves familiar with Company reversing procedures and Principal Contractors as required.
- If excavators are being operated in a confined area or near site personnel, there will be a clearance of at least 600mm for "tail swing" or the danger area barricaded off.
- If any site personnel enter into the working area of the excavator, the operator will stop immediately. No person will be permitted at any time to be within the machine's working radius without the driver's permission.
- No excavator bucket or load should be slewed directly over personnel or vehicle cabins.
- Dumper drivers will not remain on the vehicle when it is being loaded, but will stand well clear of the operation.
- All mobile plant must be immobilised and made secure when left unattended, and any blade or bucket must be lowered to the ground.
- Make sure machines are adequately guarded and that the guards are kept in position on all machines.
- All machine operators will comply with the site speed limits.
- No-one will operate any excavator type machine fitted with a quick hitch unless evidence of suitable training can be shown. Any operations involving the use of quick hitches must be in accordance with the Bethell procedure – Management and Safe Use of Quick Hitches.

3.18 CONFINED SPACES

- The procedures regarding how the Company manages entry into confined spaces are set out in detail in the specific procedures available from the Company HSQE Management System.

3.19 EXCAVATIONS

- All excavations will be adequately supported or battered back or benched to a safe angle, as required.
- The Site Manager / Site Engineer / Agent (or in their absence, the Foreman), will inspect the trench at the start of each shift and after adverse weather. If he/she is not competent then they must liaise with someone who is.
- The weekly inspection of the excavation will be entered in the form provided by the Contracts Manager. Company employees will inspect this register before working in the excavation.
- Proper means of access and egress will be provided for those working in excavations.
- Spoil heaps will be kept at least 1metre away from excavations where practicable, and if over 1.2m deep, spoil must be kept away from the excavation. All excavations are subject to on-site risk assessment.
- Excavations will be protected at the edges by a physical barrier.
- Plant will be positioned away from the edge of the excavations, or proper vehicle stops used.
- A safe method of work will be planned to ensure the safety of operatives installing the excavation supports. For deep excavations a written method statement will be produced.
- Deep excavations, to which members of the public could gain access, will have a 2.0m high fencing protection. Special thought will be given to blind persons.
- If any work is carried out after dark, all accesses and working areas will be properly illuminated. Warning lamps, of an approved type, and signs, will be fitted in all areas to which the public has access.
- Walkways across excavations will be sufficient width and fitted with guard rails and toe boards

- Operatives will not be permitted to work beyond the protected area of the excavation.
- Only competent persons are allowed to install the supports to the sides of the excavations.
- Where plant is being used during excavation operations, a banksman will be used. This should also be the case when reversing.

3.20 UNDERGROUND SERVICES

- Before any excavation work can commence the following procedure will be adopted (reference made to HS(G) 47):-
 - Obtain the plans from the statutory authorities.
 - Use cable and pipe locating devices.
 - Mark and identify the route of services.
 - Dig carefully by hand to establish and confirm position of buried services.
 - Once the services have been exposed, they will be properly supported.

3.21 OVERHEAD CABLES

- No work will be carried out below overhead cables without consulting the electricity provider to find out if the cables have been disconnected. Written permission to this effect will be carried out.
- If the overhead cables cannot be switched off or diverted then the following precautions will be taken:-
 - Goal posts erected parallel to the overhead lines and not less than 6 metres from them.
 - The goal posts will be rigid, of non-conductive material, and clearly identified.
 - The gap between the uprights of the goal posts where vehicles may need to travel will be as small as possible, but not more than 10 metres wide.
 - Passage ways in which plant can travel will be clearly marked.
 - The height of the crossbar on the goal posts will be determined by the local Electricity Board.
- “Danger Overhead Cable” signs will be erected on each side of the approach to the cables. Where work is undertaken beneath the cables, the local Electricity Board will be consulted to determine safe clearance heights and restricting devices will be fitted to plant to ensure compliance with these restrictions. All work close to or underneath cables will be supervised by a competent person.
- In all cases, recommendations within the HSE Guidance Document GS6 will be followed.

3.22 MANUAL HANDLING

- All manual handling activities will be assessed.
- Company employees will avoid any hazardous manual handling operations by using mechanical means instead (e.g. fork lift etc. where practicable). When not practicable, the following shall be applied:
 - Mechanical aides (e.g. kerb lifter, conveyor belt etc)
 - Split packs (making the package smaller)
 - Employ safe lifting techniques when manual handling cannot be avoided

3.23 WELFARE FACILITIES

- If it is not agreed that the company can share the Client’s welfare facilities, Bethell will provide sufficient welfare facilities to employees.
- Company employees will maintain these facilities in a clean and tidy condition.
- All facilities will meet the requirements of CDM Regulations 2015

3.24 RISK ASSESSMENTS

- The procedures regarding how the Company carries out and records Risk Assessments are set out in detail in the specific procedures available from the Company HSQE Management System.

3.25 ROAD TRAFFIC MANAGEMENT

- All road works safety measures will comply with Chapter 8 of the Traffic Signs Manual.
- The Contract Manager and the Site Manager will be familiar with the Safety at Street Works and Road Works Manual (Maroon Book).
- All road works will be kept to a minimum and any obstructions will be clearly marked by day and by night.
- Relevant Authorities will be consulted, (where necessary) e.g. Police, Highways, Railways, local Authorities etc. and their recommendations complied with.
- Anyone working on or visiting any road works will wear the appropriate high visibility clothing at all times.
- All vehicles employed on road works will have prominent warning markings and will display an amber rotating beam lamp.
- Sufficient working space will be allowed to ensure that the movement and operation of plant (e.g. swinging of jibs and excavator arms) is clear of passing traffic and pedestrians.
- Road users and pedestrians will be warned of obstructions on the highway with the aid of signs that comply with the Traffic Signs Regulations.
- All signs and barriers will be secured to prevent them blowing over or being dislodged by passing traffic, especially during periods of high winds.
- Any signs no longer required, either during or on completion of the works, will be removed immediately.
- Signage will be checked regularly to ensure that they have not been moved, damaged or become dirty.
- All barriers to be red/white reflective type and maintained in good order.
- At all times make sure that huts, structures, parked vehicles and plant, are in such a position that they do not reduce driver's visibility at any road junction or bend in the road.
- At least one operative in the gang will have been trained in accordance with current Streetworks Accreditation requirements and possess the necessary certification (Operative).
- The Site Manager responsible for the roadworks will be trained in accordance with the Streetworks Accreditation requirements to Supervisor level.

3.26 LIQUID PETROLEUM GASES (LPG)

- LPG cylinders will be stored in the open air, protected by a two metre high fence with access via lockable gates (not self locking). There will be sufficient shelter to protect cylinders from extreme weather conditions. The floor will be compacted, level or paved. The area will be kept clear of all flammable materials and there will be no adjacent drains, excavations, Cellars etc. Notices stating "LPG – Highly Flammable – No Smoking" will be displayed. Dry powder fire extinguishers will be available. Cylinders, whether full or empty, will be stored with the valve uppermost. Acetylene can be stored with LPG, but oxygen will be store separately.
- When using LPG to provide heat etc. to site huts, the cylinder and regulator will be placed outside the hut. The gas supply will be taken in at low pressure through rigid piping, with a flexible connection to the appliance. Ensure that connections are secured by crimped fittings.
- All piping will be exposed so that any leakage can be quickly detected and a build up of gas prevented.

3.27 MOBILE PHONES

- The procedures regarding the use of Mobile Phones are set out in detail in the specific procedures available from the Company HSQE Management System

3.28 SMOKING

- The procedures regarding the rules for smoking are set out in detail in the specific procedures available from the Company HR Management System.