

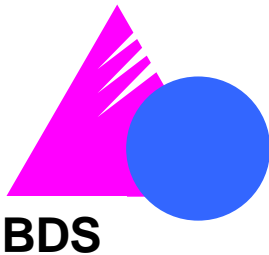


**BDS**

STRUCTURAL DESIGN SERVICES LTD

# Health and Safety Policy





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## CONTENTS

- 1.0 BDS HEALTH AND SAFETY MANAGEMENT STATEMENT
- 2.0 ORGANISATION AND LEVELS OF RESPONSIBILITY
- 3.0 SAFETY IN OFFICE
- 4.0 SAFETY ON SITE
- 5.0 TRAVEL

### APPENDICES

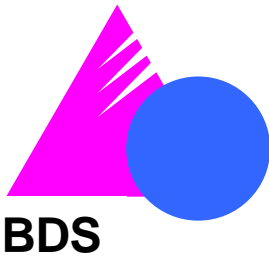
- A. Notes on construction (Health and welfare) Regulations 1996
- B. HSE Guidance on CDM regulations
- C. HSE guidance on working alone in safety.
- D. Periodic office risk assessment**

## **1.0 BDS HEALTH AND SAFETY MANAGEMENT STATEMENT**

- 1.1 BDS Limited is required to maintain a policy on health and safety at work, and the organization and arrangements for the time being for carrying out our policy and bring the statement to the notice of all members of staff.
- 1.2 This statement has been produced by the Managing Director of BDS limited.

## **2.0 ORGANISATION AND LEVELS OF RESPONSIBILITY**

- 2.1 The highest level of responsibility is the director Jamie Burgess who is responsible for fulfilling the policy for BDS in the office and onsite.
- 2.2 Implementing of regulations on site is the responsibility of the resident engineer, site agent or project manager. (revision However BDS will implement guidance if they see dangerous or non compliant practice onsite).
- 2.3 Serious accident relating to Health and safety are recorded in the accident book. The cause of the accidents are investigated immediately by The director (Revision or an appointed subordinate).
- 2.4 All new staff will undertake a health and safety induction.



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### **3.0 SAFETY IN OFFICE**

3.1 The essential points are covered by the offices, shops and railway premises Act 1963 an abstract is kept posted on the walls of the office building. This act has been incorporated as a relevant statutory provision under schedule 1 of the Health and safety at work Act 1974.

#### 3.2 TIDINESS

Stairways passageways and working areas must be kept clear and tidy at all times to avoid accidents, reduce fire hazards and obstruction in an emergency.

#### 3.3 FIRE PRECAUTIONS

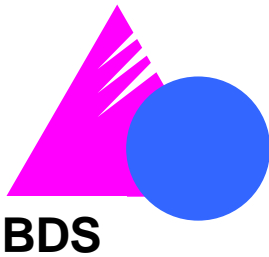
The fire regulations are maintained for the building. There is a no smoking policy. There are fire route plans clearly showing all the exit routes within the building.

#### 3.4 FIRST AID

The statutory requirement for first aiders in this office are upheld as the office manager Katie Burgess is the appointed First aider in the office. All accidents are logged in the accident book and there is a green first aid box in the office.

### **4.0 SAFETY ON SITE**

- 4.1.1 Take responsibility for the Health and safety of yourself and of others who may be affected.
- 4.1.2 Observe warning signs.
- 4.1.3 Cooperate in carrying out any duty imposed by the act.eg wear PPE.
- 4.1.4 Do not interfere with any health and safety systems.
- 4.1.5 Keep the site tidy.
- 4.1.6 Report to the site supervisor on arrival. Always report any dangerous observations to them.
- 4.1.7 Do not expose yourself to any risks on foot or driving a vehicle.
- 4.1.8 Do not work under any dangerous conditions.
  
- 4.2.1 Ensure that responsibilities for site safety is in line with BDS contractual obligations.
- 4.2.2 Ensure that when inspecting structure that it is reasonably practicable and safe to do so.
- 4.2.3 Always wash hands after being onsite even if gloves have been worn
- 4.2.4 Always wear full PPE and respiratory equipment when working near raw sewerage



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- 4.2.5 Self risk assessment should always be filled out prior to visiting site to make aware of hazards before they arise.
- 4.2.6 When walking around onsite avoid busy site traffic never walk behind a site vehicle. Always walking facing oncoming traffic.
- 4.2.7 Always keep well away from steep edges or excavations.
- 4.2.8 Always wear a reflective jacket or vest in accordance with BSEN471:2003 supplied by company.

- 4.3 All staff involved in any design should be aware of any relevant provisions of the following legislation and regulations.

Health and safety at work act 1974.  
(Health and welfare) Regulations 1996  
Control of asbestos at work regulations 2002  
Control of substances Hazardous to health regulations.  
Construction (Head protection) Regulations 1989  
Noise at work regulations 2005  
Management of Health and safety at work regulations 1999  
Provision and use of work regulations 1992  
Personal Protective equipment at work regulations.  
Manual Handling operations regulations. 2002.  
Construction design and management regulations 2007,  
Construction design and management regulations 2014 (under review).  
Construction Health safety and welfare regulations. 1996.

## **5 TRAVEL**

- 5.2 When parking onsite vehicles should be parked in safe allocated parking locations unobstructing pedestrians or site traffic.
- 5.3 Hand held telephones or communication devices should not be used whilst driving.
- 5.4 All drivers should be insured and have current clean driving licenses and report all disqualifications to director.
- 5.5 Highway code should always be adhered to before driving.
- 5.6 All journeys should be planned with regular break interval every 2 hours maximum. Accommodation should be sought if the journey is greater than 4 hours and an overnight stay is required.