Emergency calls
In the event of a fire or serious accident dial 3333 from a BRE internal phone or 01923 664333 from a mobile. This will invoke BRE’s emergency procedures.

Hazardous areas
Laboratories at BRE present particular hazards for working. These areas will have prominent signs displayed at the point of entry. Blue signs give compulsory instructions. You MUST obey these signs. Yellow signs are warnings of a particular hazard.

Check with the BRE Project Manager prior to working in these areas to ensure the hazard has been covered in the risk assessment for the works you are doing.

Each day before starting work in any laboratory, operatives MUST ensure the BRE Project Manager has given approval for that day’s work.

Driving and parking
Access roads can be narrow, with traffic calming humps and are used by pedestrians who might not be thinking about traffic. Drivers of all vehicles will be expected to follow the Highway Code and always drive with due care and attention to other road users. Site speed limit must be observed.

Fork lift trucks operate on this site and must have priority over all other road users, please give way to them. Never overtake and become a danger to yourselves and others.

The law does not allow and neither does BRE use of hand held mobile phones whilst driving on site. BRE regards this as misconduct.

Parking
No parking on double yellow lines at any time. Damage to any paving etc. caused by illegal parking, deliveries will be charged back to your employer.

Assistance dogs
BRE only supports Seeing and Hearing dogs on our sites.

Useful internal telephone numbers

<table>
<thead>
<tr>
<th></th>
<th>Internal:</th>
<th>From a mobile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>ext 3333</td>
<td>01923 664333</td>
</tr>
<tr>
<td>Facilities</td>
<td>ext 4018</td>
<td>01923 664018</td>
</tr>
<tr>
<td>Security</td>
<td>ext 4011</td>
<td>01923 664011</td>
</tr>
<tr>
<td>H,S&amp;E Group</td>
<td>ext 4917</td>
<td>01923 664917</td>
</tr>
<tr>
<td>Reception</td>
<td>ext 4000</td>
<td>01923 664000</td>
</tr>
</tbody>
</table>

BRE
Bucknalls Lane
Watford
Herts WD25 9XX
For sat nav use WD25 9NH
T: 01923 664000
www.bre.co.uk
Introduction

It is the responsibility of all contractors to comply with current health, safety, and environmental legislation, and associated statutory provisions.

This leaflet highlights the main issues regarding the BRE safety, health, environmental, fire, and emergency procedures, and must be read and complied with by all contractors working within BRE.

Further information relating to the BRE safety, health, environmental, fire, and emergency procedures is available from the BRE Health, Safety & Environment Group.

Working safely at BRE

You must:
1. Be competent to safely carry out the work required.
2. Comply with current statutory safety regulations.
3. Comply with all warning signs and health and safety procedures.
4. Confinement to areas defined by the CSI&A.
5. Ensure that you do not put yourself or others at risk from your activities.
6. Take adequate fire precautions and be aware of the actions to be taken in the event of fire or other emergency.
7. On completion of the works, remove all equipment and waste from the site immediately.

You may not:
1. Use portable electrical equipment operating at greater than 110V for any work in laboratories, test facilities or for any construction/building maintenance work.
2. Leave any unattended equipment operating, without prior approval of the BRE Competent person.
3. Use any BRE tools or equipment.
4. Use radios, CD players or personal stereos.
5. Smoke within any of the premises.
6. Drink or be under the influence of alcohol or drugs on the site.

Security

BRE Watford is covered by 24 hour manned security and recorded CCTV. Contractors must enter and leave the site by the main gate only. Contractor access to the site is 0800 to 1700 Monday to Friday. Access/work outside these hours must be authorised by the BRE Project Manager. Please display your pass at all times.

Permit to work

Work categories:
1. Works on, or near asbestos-containing material.
2. Works in confined spaces.
3. Excavations.
4. Works on electrical services.
5. Works on non-domestic gas services.
6. Hot works.
7. Works on lifts.
8. Works on pressure systems.
9. Works on equipment containing Ozone Depleting Substances.
10. Works on suspended access systems.
11. Hazardous or restricted areas.

Permits To Work can be issued by the BRE Facilities group. No work can be undertaken on any of the above without prior consultation with Facilities.

Impacts on the environment

You must:
1. Comply with the BRE Environmental Policy and with the requirements of its Environmental Management System, including compliance with environmental legislation.
2. Identify all significant environmental risks associated with your work and manage these competently, including, where relevant, through the use of method statements.
3. Seek further guidance from either the BRE competent person or the BRE Environment Manager if you are unsure of the environmental risks of your work.

First aid

It is expected that contractors will supply appropriate First Aid cover however in a real emergency situation we will be pleased to assist with any First Aid that we have available. To summon First Aid call 3333 from an internal BRE phone or 01923 664333 from a mobile, these numbers should also be used if you require an ambulance.

Emergency procedures

Fire alarm tests:
The fire alarm systems on all buildings are tested every Tuesday morning. This is signalled by a short sounding of the alarm bells/sirens, providing this stops in a few seconds take no action.

If you discover a fire:
1. Break glass on nearest call point. Shout fire.
2. Leave the building by nearest safe exit.
3. Dial 3333 from a safe location using a BRE internal phone or 01923 664333 from a mobile and describe the emergency and its location.

On hearing the fire alarm:
1. Switch off electrical equipment and machinery, evacuate the building closing doors behind you and report to the designated assembly point.

If you discover a gas leak, chemical spillage or suspect package:
1. Shout gas leak or emergency.
2. Do not press the fire alarm button or use any electrical equipment or mobile phones.
3. Leave the building by the nearest safe exit.
4. Dial 3333 from a safe location using a BRE internal phone or 01923 664333 from a mobile and describe the emergency and its location.

Accidents, incidents, near misses must be reported to BRE Project Manager and BRE Group H&S, details must be recorded in BRE accident book.