

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.

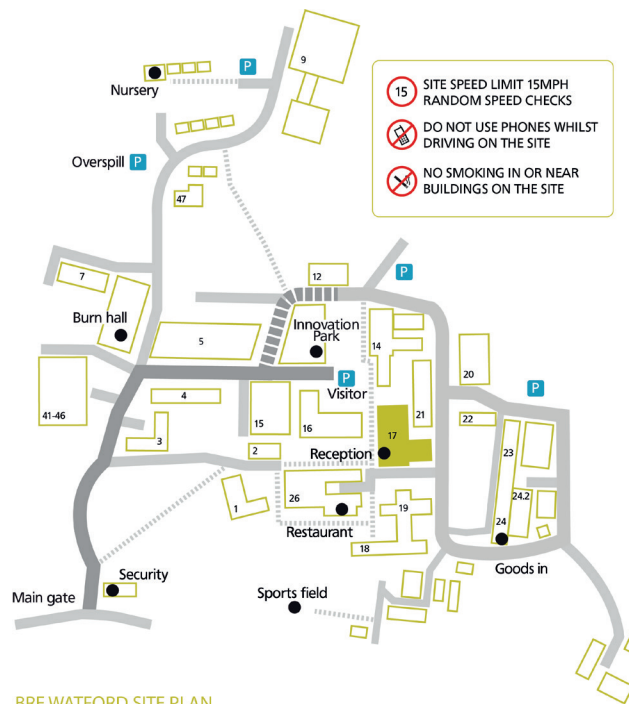
The law does not allow and neither does BRE use of hand held mobile phones whilst driving on site. BRE regards this as misconduct.

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.



BRE WATFORD SITE PLAN



Contractors Health, Safety and Environment Information

Useful internal telephone numbers

	internal:	from a mobile:
Emergency	ext 3333	01923 664333
Facilities	ext 4018	01923 664018
Security	ext 4011	01923 664011
H,S&E Group	ext 4917	01923 664917
Reception	ext 4000	01923 664000

BRE
Bucknalls Lane
Watford
Herts WD25 9XX

For sat nav use WD25 9NH

T: 01923 664000

www.bre.co.uk

Issue 2.1 Feb 2013



BRE contact name

BRE contact number

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, environment, fire and emergency procedures is available from the BRE Health, Safety & Environment Group.

General

The BRE Project Manager must discuss the scope of works including all relevant risk assessments and method statements with all operatives involved in the works.

This discussion is recorded on the Contractor / Client Site Induction & Authorisation Form (CSI&A), a copy of which is required as part of the signing-in process.

You **may not** work until:

- 1 You have signed a copy of the CSI&A.
- 2 The BRE competent person has received a copy of the CSI&A from the BRE Project Manager.

You **must**:

- 1 On arrival, sign in at the designated location noted on the CSI&A.
- 2 Display a valid identity pass at all times (issued on arrival).
- 3 Comply with the BRE health, safety, environmental, fire and emergency procedures.
- 4 Fully understand the risk assessments and method statements produced for the works and comply with them.
- 5 Read this leaflet and comply with its requirements.
- 6 At the end of each working day, return your identity pass to the designated location as advised by BRE Project Manager.

The BRE Project Manager will advise on Welfare facilities available to contractors. If permission is given to use the BRE Restaurant, soiled clothing and dirty footwear must be removed before entry.

Works at BRE Watford are constantly monitored. Any serious breaches of health and safety will result in your being removed from site and reported to the BRE Project Manager.

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 Confine your activities 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&E, details must be recorded in BRE accident book.