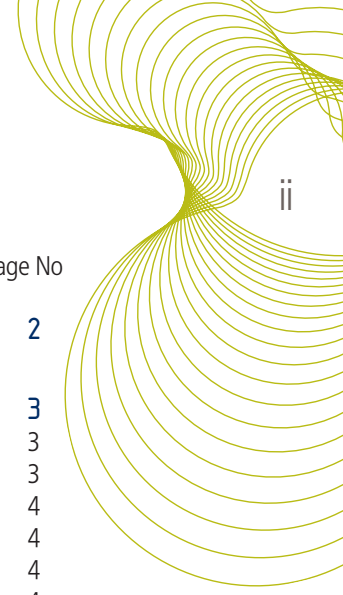


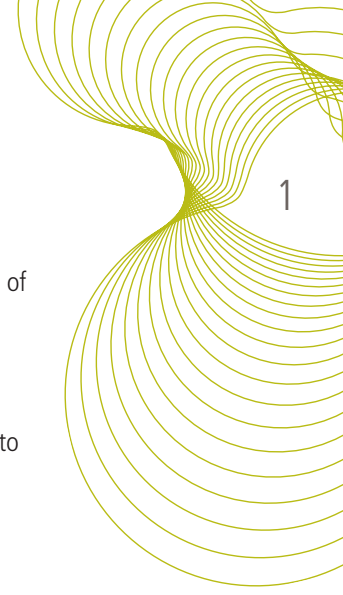
# HEALTH AND SAFETY POLICY 2010





# CONTENTS

	Page No
<b>1 GENERAL STATEMENT OF POLICY</b>	<b>2</b>
<b>2 DELIVERING HEALTH AND SAFETY</b>	<b>3</b>
2.1 Management	3
2.2 Policy and Procedures	3
2.3 Training	4
2.4 Communication and Involvement	4
2.5 The Working Environment	4
2.6 Auditing and Inspections	4
2.7 Safety Committee	4
<b>3 ORGANISATION OF HEALTH AND SAFETY</b>	<b>5</b>
3.1 Lines of responsibility and reporting	5
<b>4 RESPONSIBILITIES FOR MANAGING HEALTH AND SAFETY</b>	<b>6</b>
4.1 The BRE Group Board	6
4.2 Group Company boards	6
4.3 Heads of Service Groups and other bre group business activities	7
4.4 BRE Group Health, Safety and Environment Manager	7
4.5 BRE Group Safety Committee	8
4.6 Working Safely Sub-Committees	8
4.7 Trade Union Appointed Safety Representatives	9
4.8 The Facilities Group	9
4.9 Specific Hazard Safety Advisers	10
4.10 Laboratory Managers	10
4.11 BRE Group Buildings Fire and Safety Co-ordinator	11
4.12 Line management	12
4.13 First Aiders	12
4.14 Receptionists/Switchboard Operators	13
<b>5 EMPLOYEES' RESPONSIBILITIES</b>	<b>14</b>
5.1 All Employees	14
<b>6 DISABLED PERSONS</b>	<b>15</b>
6.1 BRE Group Staff	15
6.2 Visitors	15
<b>7 CONTRACTORS</b>	<b>16</b>
<b>8 RELATED DOCUMENTS</b>	<b>17</b>



# 1 GENERAL STATEMENT OF POLICY

BRE Group is the pre-eminent centre for research in the built environment within the United Kingdom, with much of our core business concerned with helping others to improve their safety performance.

Our vision is – *A working life without accidents*

Our operations and activities are managed in a manner that aims to eliminate or reduce to a minimum, the risks to the health safety and welfare of our employees, visitors and contractors.

Our health and safety policy is to:

- Comply with all relevant legislation.
- Seek continual improvement in our safety performance.
- Make health and safety an integral part of our business success.

The BRE Group Board are responsible for implementing the Policy.

This will be achieved by:

- Working to a system aligned with HSG 65, BS18004 and ISO 9001
- Setting goals and action plans to ensure continuous improvement in our safety performance
- Training our employees to achieve and maintain high standards of health and safety performance
- Encouraging the use of new technologies and processes to facilitate the effective management of health and safety
- Communicating openly with staff, customers, suppliers and contractors on health safety and welfare issues.

The foundation for our success is based on our core values:

- Health and safety is everyone’s responsibility
- Health and safety is integral to everything we do
- Health and safety is integral to the success of our business
- Nothing is worth getting hurt for.

On behalf of the BRE Group Board

**Martin Wyatt**  
BRE Group Chief Executive  
January 2010

## 2 DELIVERING HEALTH AND SAFETY

Safeguarding the health and safety of everyone within the BRE Group is one of the primary objectives of the BRE Group Board. The Board recognises its corporate responsibility to provide a healthy and safe environment for all employees of BRE Group companies, tenants on our sites, visitors and contractors. It will take all reasonably practicable steps to fulfil this responsibility.

All employees will be expected to act responsibly, to take all reasonable steps to prevent injury to themselves and others and to contribute to the improvement of health, safety and environmental protection within the BRE Group.

Achieving a safe and healthy working environment, with continuous improvement in our performance, is integral to everything we do in running our business. We achieve this by:

### 2.1 MANAGEMENT

The BRE Group Board takes collective responsibility for health and safety matters (including fire safety). The responsibility for safe operation extends from the Board to the newest employee.

The person in charge of any group of employees has direct responsibility for the safe working of those subordinates and the BRE Group Board delegates day-to-day responsibility for meeting these standards to local management, ie:

- Group Company Chief Executives (who may sub-delegate operational responsibility for certain buildings, laboratories, facilities, experimental procedures, etc. to Directors of Groups, Business Area Managers, Laboratory Managers or other appropriate staff).
- Directors and managers of Service Groups.
- Group Health, Safety and Environment Manager.

Where necessary, the Group Health, Safety and Environment Manager may appoint specialist Safety Advisers to advise on installation, maintenance and use of plant and substances.

We will encourage an awareness of safety amongst our employees and by management at all levels setting an example in safe behaviour.

The organisation of health and safety management is shown on the diagram in Section 3. Details of individual roles and responsibilities are shown in Sections 4 and 5.

### 2.2 POLICY AND PROCEDURES

We have developed standards, procedures and guidance to help deliver our health and safety policy and we expect all staff to use and follow these. These documents can be found in the Health and Safety folder on the company Intranet.

The development of a policy on health and safety is a continuing process and the BRE Group will facilitate this development by regularly inspecting all BRE Group procedures, functions and facilities, consulting with and considering suggestions from employees on safety matters; reviewing and amending the safety policy as necessary. This will incorporate a strategy for fire safety management to ensure the protection of human health and safety, company assets and business opportunities.

## 2.3 TRAINING

The BRE Group provides information, instruction, training and supervision to ensure the health and safety at work of its employees by:

- Appointing a Group Health, Safety and Environment Manager to be available to provide information, advice and assistance on matters of health and safety at work.
- Ensuring that appropriate instruction and job training is given to all persons and where such jobs involve potential hazards to the health or safety of employees, to bring such hazards to the attention of the employee and give such advice as is necessary to enable the employee to minimise the risks associated with such hazards.
- Endeavouring to foster a high standard of safety awareness among its employees and sub-contractors.

## 2.4 COMMUNICATION AND INVOLVEMENT

The BRE Group regularly communicates with staff on matters of health and safety in a variety of ways, including briefings, centre meetings, newsletters, training and personal contact.

We encourage open two-way communication and discussion with staff as part of our goal to seek continuous improvement in our standards of health and safety.

## 2.5 THE WORKING ENVIRONMENT

Maintain the place of work in a safe condition and provide means of access to and egress from by:

- Complying with all statutory requirements regarding lighting, heating, ventilation and noise.
- Ensuring maintenance of the building and other structures to a safe standard.
- Making regular inspections of the premises and buildings to ensure that any potential risks to health or safety are properly addressed.
- Ensuring that all machines and equipment used are safe, without risks to health and are appropriately maintained.
- Maintaining fire exits and ensuring that they are clearly marked and not obstructed and keeping the premises sufficiently equipped with fire fighting apparatus.
- Informing staff of the procedure in the event of fire.
- Providing adequate washing and toilet facilities.
- Providing adequate trained First Aiders equipped with first aid boxes.

## 2.6 AUDITING AND INSPECTIONS

The BRE Group regularly audits facilities, offices and working practices. In addition senior managers will regularly undertake informal inspections. These activities serve not only to verify compliance with our policy, but also to reinforce messages on health and safety and seek feedback for continuous improvement.

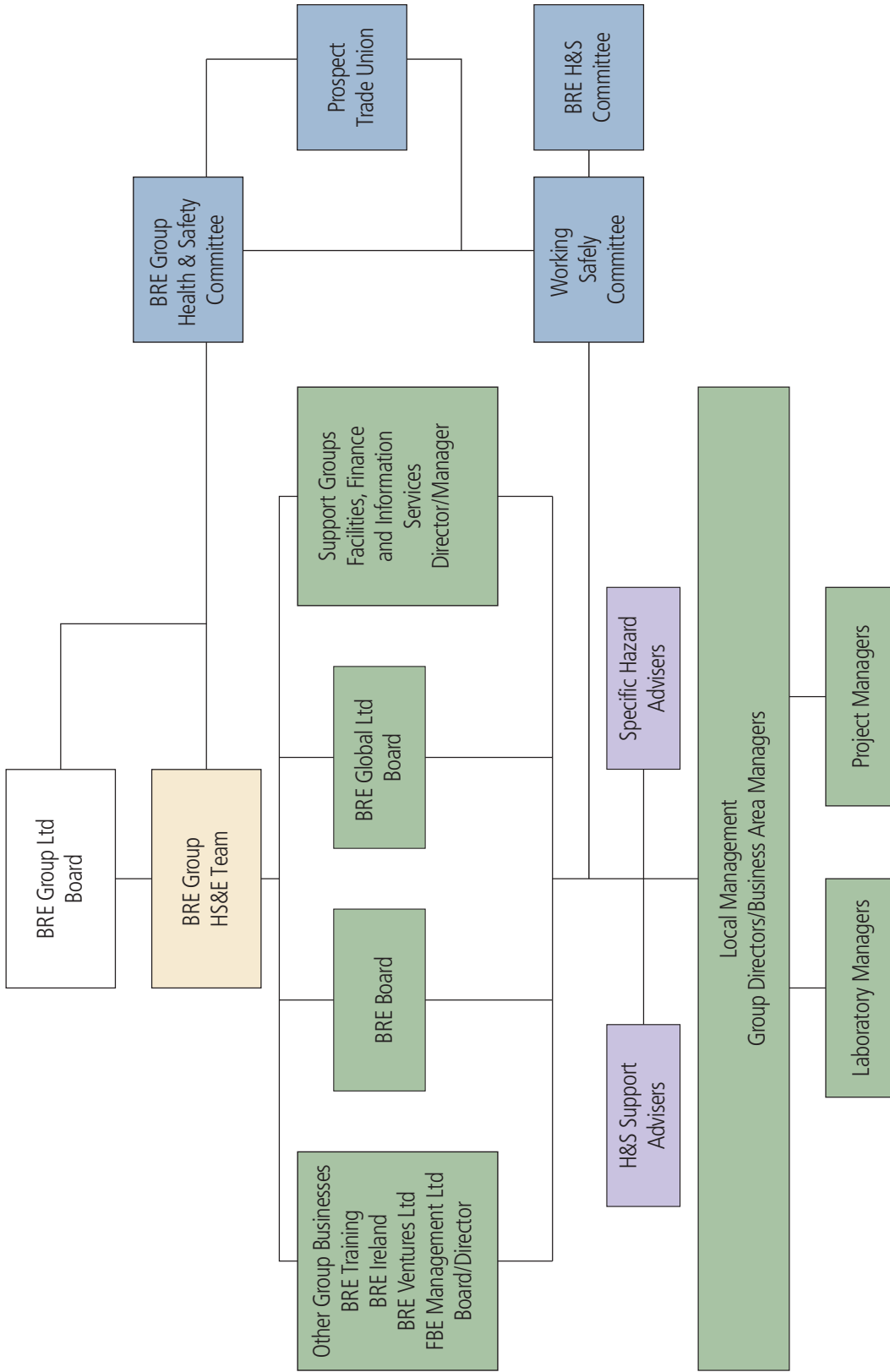
## 2.7 SAFETY COMMITTEE

A Safety Committee under the chairmanship of the BRE Group Chief Executive provides an independent check that management and staff carry out their health and safety duties satisfactorily and that safety standards are continuously improved.

Details of the safety committee are provided in Section 4.

### 3 ORGANISATION OF HEALTH AND SAFETY

#### 3.1 LINES OF RESPONSIBILITY AND REPORTING



## 4 RESPONSIBILITIES FOR MANAGING HEALTH AND SAFETY

### 4.1 THE BRE GROUP BOARD

The BRE Group Board will:

- 4.1.1 Set and review BRE Group Health and Safety Policy.
- 4.1.2 Promote enthusiasm for continual improvement of the health and safety culture throughout the BRE Group.
- 4.1.3 Ensure the implementation of the Board's directions with regard to health and safety across the Group.
- 4.1.4 Ensure that the BRE Group's corporate decisions are in accordance with the Health and Safety Policy.
- 4.1.5 Ensure that all the BRE Group's companies and businesses are managed in accordance with the Health and Safety Policy.
- 4.1.6 Be responsible for the fire safety of all premises belonging to, or occupied by, the business.
- 4.1.7 On behalf of the business and where appropriate in consultation with the Safety Committee and Officers, ensure that the business has a fire safety strategy.
- 4.1.8 Be responsible for ensuring the safe storage, use, disposal and security of all sources of ionising radiation within BRE business undertakings.

### 4.2 COMPANY BOARDS

The Company Boards are accountable for the health, safety and welfare of all staff within their area of responsibility.

The Company Boards will:

- 4.2.1 Ensure adherence to The BRE Group Health and Safety Policy.
- 4.2.2 Appoint consultants, laboratory managers, as appropriate and confirm their roles and responsibilities.
- 4.2.3 Ensure that the local line managers are aware of their responsibilities.
- 4.2.4 Develop specific health and safety procedures for their particular business undertakings.
- 4.2.5 Implement and monitor health and safety procedures in their company.
- 4.2.6 Promote health and safety good practice within the company.
- 4.2.7 Keep records of all safety inspections and maintain company registers.
- 4.2.8 Ensure that resources are available within their company to meet all regulatory requirements, the provision of all equipment including personal protective equipment, information, instruction and training necessary to ensure health and safety.
- 4.2.9 Maintain a central record of essential health and safety documentation including minutes of meetings and risk assessments.
- 4.2.10 Attend company meetings that address health and safety concerns.
- 4.2.11 Liaise with the Health, Safety and Environment Team on all health and safety matters.
- 4.2.12 Ensure regular inspections and audits of the company's offices, laboratories, test facilities and working procedures to ensure compliance with the health and safety policy.
- 4.2.13 Ensure every project file contains a project risk assessment. Where a method statement is indicated by a project risk assessment this must be included in the file.
- 4.2.14 Ensure proper reporting of all Health and Safety incidents (including near misses) in their company.

## 4.3 HEADS OF SERVICE GROUPS AND OTHER BRE GROUP BUSINESS ACTIVITIES

---

Heads of Service groups and other BRE Group business activities will:

- 4.3.1 Ensure adherence to The BRE Group Health and Safety Policy.
- 4.3.2 Ensure local line managers are aware of their responsibilities.
- 4.3.3 Implement and monitor health and safety procedures in their Service Group or business activity.
- 4.3.4 Promote health and safety good practice within their Service Group or business activity.
- 4.3.5 Ensure that resources are available within their service group or business activity to meet all regulatory requirements, the provision of all equipment including personal protective equipment, information, instruction and training necessary to ensure health and safety.
- 4.3.6 Maintain a central record of essential health and safety documentation including minutes of meetings, risk assessments and training records.
- 4.3.7 Attend relevant meetings that address health and safety concerns.
- 4.3.8 Liaise with the Health, Safety and Environment Team on all health and safety matters.
- 4.3.9 Ensure regular inspections and audits of the Service Group or business activity's offices, laboratories, test facilities and working procedures to ensure compliance with the BRE Group Health and Safety policy.
- 4.3.10 Ensure proper reporting of all health and safety incidents (including near misses) in their Service Group or business activity.
- 4.3.11 Ensure that contractors are only employed in accordance with the BRE Group's approved contractor procedure supplying appropriate documentation to demonstrate their competency and health and safety practice.
- 4.3.12 Ensure that BRE Group staff, contractors and tenants adhere to the BRE Group's site health and safety policy.

## 4.4 BRE GROUP HEALTH, SAFETY AND ENVIRONMENT MANAGER

---

The Group Health, Safety and Environment Manager will:

- 4.4.1 Assist in promotion and development of performance indicators to ensure the health, safety and welfare of the employees.
- 4.4.2 Act as a co-ordinator and adviser to the BRE Group Board.

The duties of the BRE Group's Health, Safety and Environment Manager include:

- 4.4.3 Monitoring implementation of the Company Safety Policy.
- 4.4.4 Providing a framework for health and safety at the BRE Group to eliminate gaps in responsibilities or arrangements for health and safety.
- 4.4.5 Reporting directly to the BRE Group Board.
- 4.4.6 Reporting each month to the Group executive directors and the Chief Executives.
- 4.4.7 Liaising with relevant external health and safety authorities.
- 4.4.8 Informing executive directors and local management about any relevant changes in health and safety legislation in good time.
- 4.4.9 Receiving and distributing information from Inspectors of the enforcing authority.
- 4.4.10 Providing pan-BRE Group safety training.
- 4.4.11 Stopping any work considered to give rise to imminent danger.

- 4.4.12 Arranging audits of compliance with BRE Group's Health, Safety and Environmental policies and arrangements for health, safety and environmental management.
- 4.4.13 Investigating accidents and when necessary notifying the Health and Safety Executive.
- 4.4.14 Reviewing individual accidents and cases of notifiable industrial diseases, accident statistics and trends and make reports to management with recommendations.
- 4.4.15 Acting as site Emergency Co-ordinator.
- 4.4.16 Act as a Competent Person for control of radiology, ensuring compliance with relevant legislation.

## 4.5 BRE GROUP SAFETY COMMITTEE

---

Members of the BRE Group Safety Committee are:

- BRE Group Chief Executive (Chair)
- Group Company Chief Executives or nominated Directors
- BRE Group H,S&E Manager.
- BRE Group H,S&E Support Manager.
- Specialist Safety Advisers.
- Trade Union representatives.

The BRE Group Safety Committee meets annually. The minutes of the BRE Group Safety Committee will be sent to all its members and posted on BRE intranet.

The BRE Group Safety Committee will:

- 4.5.1 Receive reports from staff, the BRE Group Health, Safety and Environment Manager, external and internal assessors, First Aiders, BRE Group Buildings Fire and Safety Co-ordinator and safety representatives.
- 4.5.2 Review health and safety performance annually.
- 4.5.3 Set the site safety goals.
- 4.5.4 Report to the BRE Group Board.

## 4.6 WORKING SAFELY SUB-COMMITTEES

---

A 'Working Safely' sub-committee comprising:

- A BRE Group Director Chair.
- BRE Group H,S&E Manager.
- BRE Group H,S&E Support Manager.
- Representatives of Group Companies and Service Groups.
- Representative of Trades Union.
- Specialist advisors related to topic under discussion.

The Working Safely Sub-Committee will:

- 4.6.1 Monitor progress on site safety goals and action plans.
- 4.6.2 Report to the BRE Group Board.

The Working Safely Sub-Committee meets quarterly. The minutes of the Working Safely Sub-Committee will be sent to all its members and posted on BRE intranet.

## 4.7 TRADE UNION APPOINTED SAFETY REPRESENTATIVES

---

The trade union appointed safety representatives will:

- 4.7.1 Receive reports from any employee with regard to concerns for their health and safety.
- 4.7.2 Satisfy themselves that the normal line management and BRE Group H,S&E Manager have been fully informed of the concerns and have been given reasonable opportunity to address those concerns.
- 4.7.3 In the event of no effective action being taken to suitably and sufficiently protect the health, safety or welfare of the employee, make a direct approach to the Health and Safety Executive.
- 4.7.4 After an accident, dangerous occurrence or other incident leading to interviews with officers of an enforcement authority, may represent employees, upon their request.
- 4.7.5 Receive copies of all official communications received from any enforcement authority with regard to action required to be taken by the BRE Group to comply with health, safety and environmental regulations or approved codes of practice.
- 4.7.6 Have access to any reports with regard to and inspect any statutory record held within the BRE Group.

Their duties include:

- 4.7.7 To represent employees in consultation with management - they are not subject to any legal liability.
- 4.7.8 To make verbal or written reports to management on any matters relating to occupational health and safety.
- 4.7.9 To carry out formal inspections of the workplace whenever reasonable notice has been given to the BRE Group.

## 4.8 THE FACILITIES GROUP

---

The Facilities Group duties include:

- 4.8.1 Ensuring building alterations and building work comply with statutory obligations under health and safety legislation and building regulations.
- 4.8.2 Manage contractors providing site maintenance, security and cleaning.
- 4.8.3 Maintenance of premises, including major plant and equipment, ladders, scaffolding, portable scaffold towers and mobile elevated work platforms.
- 4.8.4 Elevator, lifting equipment and installed pressure systems safety inspections.
- 4.8.5 Maintenance of vehicles.
- 4.8.6 Organisation and management of emergency response in conjunction with BRE Group H,S&E Team.
- 4.8.7 Provision and maintenance of signage.
- 4.8.8 Maintenance of walkways, paths and roads (gritting pavements and roads when necessary).
- 4.8.9 Ensuring provision of adequate fire safety equipment (including its inspection and maintenance).
- 4.8.10 Liaising with Laboratory Managers in planning alterations that affect laboratory facilities.
- 4.8.11 Managing the total management of all water systems to effectively control the risks from water borne pathogenic organisms.

#### 4.9 SPECIFIC HAZARD SAFETY ADVISERS

Where specific hazards have been identified eg radiological, fire, asbestos, then a specialist safety adviser will be appointed to specifically advise on the risks from that hazard. Such appointments may be internal or external.

The Specific Hazard Advisor will:

- 4.9.1 Support the BRE Group H,S&E Team in their areas of expertise.
- 4.9.2 Implement and enforce Standard Operating Procedures and local rules.

#### 4.10 LABORATORY MANAGERS

Laboratory managers will:

- 4.10.1 Co-ordinate and schedule all activities within their laboratory.
- 4.10.2 Ensure all relevant safety paperwork (Risk Assessments/Method Statements and insurances) for BRE Group personnel and contractors are in place for any activity being undertaken in the laboratory.
- 4.10.3 Ensure that the laboratory is kept secure.
- 4.10.4 Maintain the laboratory free from clutter.
- 4.10.5 Ensure the correct storage of chemicals and the keeping of records for any new material purchased.
- 4.10.6 Check that safety signage is maintained to current requirements.
- 4.10.7 Ensure fire exits are maintained in good working order and are kept clear of obstructions.
- 4.10.8 Ensure fire extinguishers are of a type that are suitable and sufficient for the fire risks in the laboratory, they are in their correct location and are maintained in good working order.
- 4.10.9 Ensure that all safety equipment (eg safety showers, eye wash stations, first aid boxes and telephones) is clearly marked, kept accessible and maintained in good working order.
- 4.10.10 Ensure pedestrian access routes are clearly marked and kept clear and ensure that any problems with the fabric of the laboratory (eg lights, leaks, environmental problems) are reported to the Company Health, Safety and Environment Manager and the Facilities Group.
- 4.10.11 Regularly inspect for hazards and unsafe conditions and take action to minimise any risks identified (eg trip, slip and body contact hazards).
- 4.10.12 Liaise with the Facilities Group and any other contractors who may need to have access to the laboratory eg for maintenance or repair work.
- 4.10.13 Ensure that laboratory risk assessments are carried out, documented, saved and communicated to all staff likely to be affected in accordance with our risk assessment procedure.
- 4.10.14 Ensure safe practices are displayed.
- 4.10.15 Ensure that tools and equipment are only used for the purpose for which they were designed.
- 4.10.16 Ensure that test equipment, tools etc are properly maintained.
- 4.10.17 Ensure staff are trained to carry out their tasks.

#### 4.11 BRE GROUP BUILDINGS FIRE AND SAFETY CO-ORDINATOR

BRE Group Buildings Fire and Safety Co-ordinator will:

- 4.11.1 Keep the fire risk assessments for all buildings on file and to make them available to occupants of the relevant buildings.
- 4.11.2 Inform building occupants of any significant change in the fire risk assessment and to attend and assist to give Centre Fire Safety Training.
- 4.11.3 Complete a fire safety inspection form for each building monthly and ensure that any remedial action is taken as soon as practicable.
- 4.11.4 Co-ordinate maintenance for equipment in connection with fire fighting , fire detection / warning.
- 4.11.5 Liaise with Laboratory Managers and tenants' representatives to ensure the integrity of the safety of the building is maintained in restricted areas.
- 4.11.6 Be the point of contact for each divisions and tenants' elected representative to do with fire safety and their proposals for improving fire precautions/ fire risk assessments.
- 4.11.7 Exchange relevant information about fire risk assessments with tenants to ensure suitable and sufficient management of health and safety for all building occupants.
- 4.11.8 Receive a log of the Dangerous Substances and Substances Hazardous to Health from the building occupants. This must detail the names of substances, their hazards, the maximum quantities stored and their storage location.
- 4.11.9 In the event of fire or other major incident, confirm that 3333, the emergency number of the BRE Group switchboard has been dialled (01923 664333 from a mobile).
- 4.11.10 Receive "Sweeper" reports and be responsible for ensuring that the location of any remaining occupants of a building are notified to the Fire Brigade or the "Incident Controller" in the event of a fire alarm.
- 4.11.11 In the event of a fire or chemical emergency to supply the log of Dangerous and Hazardous Substances to the emergency services.
- 4.11.12 Assist with Centre Fire Safety Training and fire drills and report any shortcomings in the fire safety provision to the Health& Safety Group.
- 4.11.13 Maintain records of fire safety inspections, "Sweeper " reports, for fighting equipment, building plans and fire risk assessments and ensure that the records are centrally located.
- 4.11.14 Liaise with BRE Group H,S&E Team to provide cover during absence in the event of an emergency.
- 4.11.15 Keep fire risk to a minimum by not allowing the accumulation of combustibile materials in stair wells, on fire exit routes, or adjacent to windows or doors outside the building.

## 4.12 LINE MANAGEMENT

This includes anyone who is acting in a supervisory management role on behalf of the BRE Group.

Local line management will:

- 4.12.1 Provide and maintain a safe place of work.
- 4.12.2 Ensure office, laboratory, facility, project and off-site risk assessments are carried out, documented, saved and communicated to all staff likely to be affected in accordance with our risk assessment procedure.
- 4.12.3 Ensure safe use, maintenance, handling, storage and transport of plant and substances.
- 4.12.4 Provide safe systems of working.
- 4.12.5 Provide all of the personal protective equipment required free of charge.
- 4.12.6 Provide adequate training and supervision.
- 4.12.7 Ensure appropriate care is taken of visitors and contractors.
- 4.12.8 Ensure that new staff are trained in, and informed of, safe working practices.
- 4.12.9 Review the implementation of the above procedures through safety inspections taking into account the hazards and the associated risks and any changes that have occurred.
- 4.12.10 Ensure that appropriate corrective action is taken and.
- 4.12.11 Maintain risk assessments of office, laboratories and facilities, all laboratories and laboratory managers, all display screen assessments, manual handling assessments, COSHH and DSEAR assessments.
- 4.12.12 Ensure that all staff comply with the BRE Driving on Company Business procedure.
- 4.12.13 Ensure all staff are made aware of the code of practice with regard to Road Use at BRE Watford.

## 4.13 FIRST AIDERS

A Lead First Aider will be appointed who will:

- 4.13.1 Coordinate First Aid at major incidents.
- 4.13.2 Ensure up-to-date provision of First Aid equipment in conjunction with BRE Group H,S&E.

First Aiders will:

- 4.13.3 Maintain their First Aid bags fully with up-to-date supplies.
- 4.13.4 Be available in all emergency situations.
- 4.13.5 Provide advice on First Aid.
- 4.13.6 Keep a record of all First Aid treatment given.
- 4.13.7 Liaise with ambulance service on their arrival.

#### 4.14 RECEPTIONISTS/SWITCHBOARD OPERATORS

---

In the event of any emergency during working hours, the receptionist/switchboard operator will:

- 4.14.1 Call the Fire Brigade or relevant emergency service.
- 4.14.2 Inform Facilities Group who will inform BRE Group H,S&E.

In the event of an accident involving possible treatment at hospital or by a doctor, will:

- 4.14.3 Locate and direct First Aiders to the site of the accident.
- 4.14.4 Contact the Ambulance Service stating the location and nature/seriousness of the accident or injury.
- 4.14.5 Inform the Facilities Group who will inform BRE Group H,S&E.

(Outside working hours these duties will be performed by Security).

## 5 EMPLOYEES' RESPONSIBILITIES

### 5.1 ALL EMPLOYEES

All employees will:

- 5.1.1 Carry out all operations and work in accordance with the BRE Group Management System and any local procedures or work instructions.
- 5.1.2 Use all equipment safely and in accordance with instructions and training, including safety equipment and clothing provided.
- 5.1.3 Report any defects in equipment or in the workplace immediately to their line manager.
- 5.1.4 Work in a safety-conscious manner, developing awareness and concern for the safety of themselves and others.
- 5.1.5 Only use equipment that is suitable for the purpose and in accordance with the manufacturer's instructions, not take short-cuts in operation of equipment or working practices which could create a risk of injury or damage.
- 5.1.6 Set a good personal example, especially to newer members of the organisation.
- 5.1.7 Report any accident, incident, or near miss promptly to their line manager, record accidents in a BRE Group Accident Book and inform the BRE Group H,S&E Manager.
- 5.1.8 Co-operate in the investigation of accidents with the objective of ensuring appropriate action is taken to prevent recurrence.
- 5.1.9 Suggest ways of improving safety and eliminating hazards.
- 5.1.10 Inform their line manager of any pre-existing or developing medical condition which may affect the health and safety of themselves or other workers as soon as they become aware of it (this includes pregnancy).
- 5.1.11 Remember their duty of care when working away from their normal area of work (eg when working on clients' or suppliers' premises) and ensure that the relevant safety policies and procedures for fire, accident and emergency are known, understood and followed.
- 5.1.12 When working 'Off site' to work in accordance with the health and safety rules of the site owner/occupier and to complete their own risk assessment/method statement for their work.
- 5.1.13 Remember that every employee has a duty while at work to take reasonable care for health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and as regards any duty or requirement imposed on the BRE Group or any other person by or under any of the relevant statutory provisions, to co-operate so far as is practicable to enable that duty or requirement to be performed or complied with.
- 5.1.14 Comply with the Driving on Company Business procedure and code of practice with regard to Road Use at BRE Watford.
- 5.1.15 Host their visitors and inform them of relevant safety procedures.

## 6 DISABLED PERSONS

### 6.1 BRE GROUP STAFF

Any member of BRE Group staff with a disability is assessed to determine any adaptations or modifications required to their working environment or working practice. This assessment will take due account of fire precautions and appropriate actions will be implemented. Temporary disabilities will be treated in a similar way.

### 6.2 VISITORS

This applies to all visitors to BRE Group sites, including contractors and clients.

It is a requirement of the BRE Group's procedure for the care of visitors (Document 2.OP.163) that BRE Group staff determine if visitors have any special needs prior to their visit so that any appropriate arrangements can be made for their arrival and visit.

If the visitor is disabled, the nature of the disability will be taken into consideration in accessing the arrangements for their visit and this will take account of fire precautions.

## 7 CONTRACTORS

All contractor appointments comply with the BRE Group's Contractor Policy. Any contractors or sub-contractors working on BRE Group premises must acquaint themselves with the BRE Group policy regarding health and safety and must at all times comply with BRE Group safety requirements as if they were direct employees of the BRE Group.

No equipment which is improperly guarded or defective, thus constituting a safety hazard is brought onto or used upon the BRE Group premises.

Contractors must provide themselves with any safety equipment required for the safe conduct of their work and must at all times adopt a safe and responsible method of working. It is a condition of contract that all Health and Safety Regulations will be observed by all sub-contractors at all times.

## 8 RELATED DOCUMENTS

Risk Assessments, Safe Practices and Method Statements	2.OP.27
Completion and Storage of Risk Assessments	Brecop 28
Driving on Company Business	2.OP.201
Use of Roads at BRE Watford	Brecop 26
Care of Visitors	2.OP.163
H&S Policy, Statement of Intent	(1 page)