

B & T Services Ltd
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Health and Safety at Work Policy



List of Contents

Section

1	1.0	Statement of Intent
2	2.0	Chain of Responsibility
	2.1	Organisational Arrangements
		Arrangements for Health and Safety
3	3.1	Site Induction & Familiarisation
	3.2	General Safety Requirements
	3.3	Good Housekeeping
	3.4	Manual Handling Operations Regulations 1992
	3.5	Work equipment and PUWER Regulations 1998
	3.6	Electricity at Work Regulations 1989
	3.7	The Control of Asbestos Regulations 2012
	3.8	Hazardous Substances & COSHH Regulations 2002
	3.9	Working at Height Regulations 2005
	3.10	Personal Protective Equipment Regulations 1992
	3.11	Health & Safety First Aid Regulations 1981
	3.12	Health Surveillance
	3.13	Fire Precautions
	3.14	Acting as a Contractor Under CDM 2007 Regulations
4		Access to Competent Corporate and Construction Health & Safety Advice
5		Training and Information
6		Individual Qualifications and experience
7		Audit and Review with Workforce Involvement and Feedback
8		RIDDOR
9		Vetting Sub-contractors
10		Contents of Definitions and Reference Guides used in this policy
11		Declaration of Acceptance

Section 1

STATEMENT OF INTENT

- 1.1 B & T Services Ltd has a good Health and Safety record, it requests and requires the good co-operation of all personnel to proactively maintain and improve that standard wherever possible, whereby all personnel in its control are reminded of their legal duty to both work in a safe manner and co-operate in efforts made to create safe working conditions.
- 1.2 In fulfilment of its moral, legal and economic responsibilities, the management will endeavour to provide suitable circumstances under which company operations may be carried out to ensure the safety, health and welfare of its workforce. These measures will also be aimed at protecting others who may be affected by its day-to-day operations.
- 1.4 To ensure the good implementation and maintenance of health and safety, sufficient resources will be made available, both financially and by allowing adequate time to plan, review and develop its effectiveness.
- 1.5 To provide guidance and training to personnel on how to meet the responsibilities placed on them to control specific hazards and applicable regulations.

2.

CHAIN OF SAFETY RESPONSIBILITY

- 2.0.1 Mr Mick Hollaway is responsible for reporting relevant health and safety matters downstream to all personnel in the company's charge and those affected by its operations. Conversely, all personnel are requested and required to report Health and Safety issues upstream as appropriate.
- 2.0.2 All personnel including sub-contractors are responsible for implementing and communicating company health and safety procedures, including those implemented at their own site by any relevant organisations; this is in addition to those legally required.
- 2.0.3 The organisational arrangements for Access to Health and Safety guidance and the application of it, will be as given in 2.1 and section four of this policy.

Signed *Mick Hollaway.*

Print Mick Hollaway

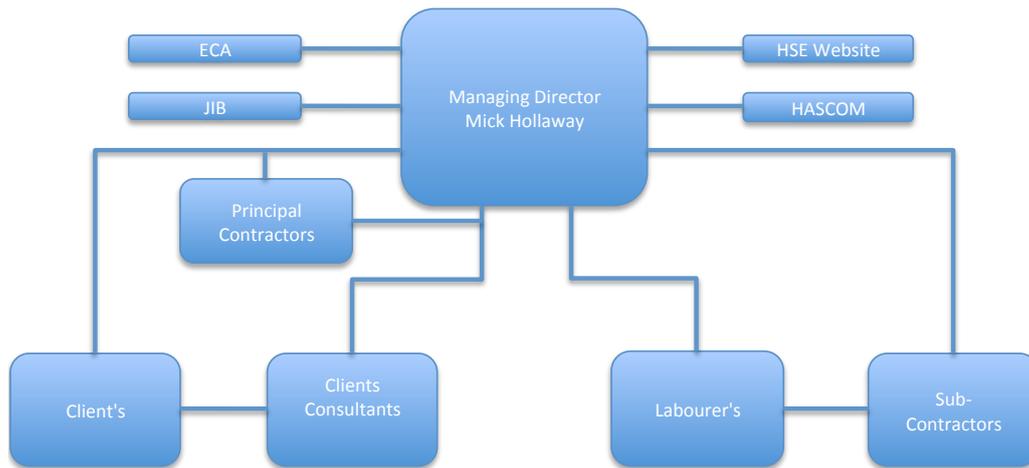
Date 1st Jan 2013

Position Director

Next review date 1st Jan 2014

2.1

Organisational arrangements for health and safety



Arrangements for Health and Safety

Section 3

3.1

Site Induction & Familiarisation

- 3.1.1 The Company will familiarise all personnel and sub-contractors in its charge with its own health and safety arrangements, whereby such personnel are required to acknowledge they have read, understood and will comply with these arrangements by way of signed declaration.
- 3.1.2 All personnel will be familiarised with any specific arrangements that exist at any of the company sites; this may form part of an induction by a main contractor or clients in-house procedures at their own sites.
- 3.1.3 All personnel should confirm any risk assessments or method statements provided are understood and therefore complied with. Where doubt exists, they should request clarification from the responsible person prior to commencing or resuming operations.
- 3.1.3 Any unforeseen significant hazards or dangerous situations identified must be reported immediately to the responsible person for clarification prior to commencing or resuming operations.

3.2 General Safety Requirements

- 3.2.1 Smoking is only permitted in designated areas or off site as may be appropriate.
- 3.2.2 All company vehicles are and will remain a smoke free zone as required by law.
- 3.2.3 All personnel shall be sober, free of all illegal substances, fit and alert while on duty.
- 3.2.4 All personnel will advise the company, in advance, of any prescribed medication or medical situation that may affect their ability to carry out their duties safely & legally.
- 3.2.5 All equipment provided by the company will be used as required and in accordance with manufactures instructions. They should be treated with respect and used only by those in possession of the necessary information, skills and training required to operate them.
- 3.2.6 Faulty or dangerous items should be immediately and safely removed from service and reported to the responsible person, whereby they should only re-used when suitably repaired or replaced.
- 3.2.7 Faulty items or equipment that include those used for health and safety reasons will be suitably replaced before commencing or recommencing any operation that requires them.
- 3.2.8 Suitable and sufficient steps must be taken to ensure all materials, equipment or plant etc, is safely stacked and stored as is reasonably practicable.

3.3 Good Housekeeping

- 3.3.1 Many accidents, both minor and major, can be removed through good housekeeping; a tidy workplace is a safe workplace: Therefore, ensure hazards that can be reasonably removed are and any remaining hazards are minimised as is reasonably practicable.
- 3.3.2 Floors, passages, stairs etc. should be kept clear and free from obstructions. Floor surfaces should also be kept clean to ensure a good solid footing can be maintained.
- 3.3.3 All workplaces should maintain a safe means of access and egress including those places infrequently used.

3.4 Manual Handling Operations Regulations 1992

- 3.4.1 Injuries caused by manual handling are the cause of many industrial accidents and often result in long periods of painful disablement and in some cases permanent injury. Therefore, safety it is essential when manual handling to prevent injury.
- 3.4.2 The Company will endeavour to ensure manual handling is kept safe and minimal through risk assessments and good working practice. However, all personnel should consider item 3.4.3 when manual handling, whereby commonsense and sensible judgement should always prevail.
- 3.4.3 Where manual handling can be reasonably expected, individuals are responsible for ensuring it can be safely achieved within the safe scope of their own ability, raising any concerns with the person responsible for company H&S issues for guidance prior to commencing that operation.
- 3.4.5 The following sources of guidance will be sort for advice: L23, HSG115 and INDG 90 & 143

3.5 Work Equipment & The PUWER Regulations 1998

- 3.5.1 The Company will take reasonable steps to ensure equipment it provides for use by personnel in its control is safe, fit for purpose, suited to the intended users and complies with the relevant parts of the regulations. Generally, this will be achieved by:
- Using risk assessments to ensure suitable equipment is employed
 - Sourcing equipment from reputable hirers
 - Ensuring all safety test certificates are supplied with hired in equipment
 - Ensuring company equipment is well maintained and serviced
- 3.5.2 Only competent personnel are permitted to use equipment that requires specific current valid training and or suitable entitlement. The company will require original valid certificates for verification purposes prior to giving its authorisation to use such equipment. (Copies will be held on file.)
- 3.5.3 Personnel using all equipment will ensure it is correctly used, treated with due respect and inform the company of any noted defects in good time.
- 3.5.4 The following sources of guidance will be sort for advice: L22 & 113, HSG 17, INDG 229, PUWER O/L and information provided by the equipment manufacturer / hire company

3.6 Electricity at Work Regulations 1989

- 3.6.1 Working safely with electricity is an intrinsic part of the company's daily activities; therefore complying with EWR 1989 is and will remain core to its operations. All skilled personnel are required to remain conversant with it.
- 3.6.2 **Work on or near exposed electrical parts that can give rise to danger will be carried out only while they are dead and safely isolated from any source (s) of supply.**
- 3.6.3 **Work on or near live electrical parts will be limited to testing by skilled personnel who comply with the guidance sighted in 3.6.9.**
- 3.6.4 Live working of any other nature will only be considered after thorough justification, whereby the responsible person will provide a full risk assessment and method statement first.
- 3.6.5 All electrical installation work is to be tested by qualified personnel before being put in to service.
- 3.6.6 All portable electrical equipment will be used within the scope of its design and will be maintained to a good standard.
- 3.6.7 Where 110VAC power tools are used and a transformer is required, the transformer will be close to the source of supply and any extension leads will be 110V.
- 3.6.8 Where applicable, certain equipment and procedures will only be used by those with relevant training and where suitable risk assessments have been carried out.
- 3.6.9 The following sources of guidance will be sort for advice: HSR 25, HSG 85 & 107, GS 38, INDG 231 and procedures available through the company's trade memberships.

3.7 The Control of Asbestos Regulations 2012

- 3.7.1 All personnel are reminded of the possible exposure to asbestos and its associated health risks, which must be well respected by everyone.
- 3.7.2 The company has a blanket policy regarding asbestos: Where discovered or known to be, **IT WILL REMAIN INTACT AND LEFT EXACTLY AS FOUND**. Contrary to various HSE guides and ACoP's regarding permitted low risk asbestos work, the company's insurance policy **will only cover work that is free of asbestos disturbance**.
- 3.7.3 The Company will confirm in advance with clients and principal contractors if any asbestos is present in areas of its operations. Where clarification is required, an asbestos survey will be requested from the client or principal contractor first.
- 3.7.4 Where working in the vicinity of asbestos and the possibility of human contact or ingestion exists, suitable control measures will be employed.
- 3.7.5 Control measures that require covering asbestos or using P/RPE can create asbestos contaminated waste and therefore **will only be carried out by licensed personnel**.
- 3.7.6 If asbestos is discovered and or accidentally damaged through the process of discovery, the immediate area will be vacated and reported to any relevant parties.
- 3.7.7 The following sources of guidance will be sort for advice: L143 and EM1
- 3.7.8 The Company will ensure sufficient members of its workforce are given suitable training to identify and deal with the accidental discovery of asbestos.

3.8 Hazardous Substances & COSHH Regulations 2002

- 3.8.1 The Company acknowledges it will be required to perform COSHH assessments in respect of products in its control.
- 3.8.2 Suitable arrangements will be made to reduce substance contact and exposure intervals to acceptable levels.
- 3.8.3 COSHH assessments will be held on file and updated as required. In this respect, only products that have been assessed by the company will be permitted for use in operations in its direct control.
- 3.8.4 The following sources of guidance will be sort for advice: L5, EH40, HSG 97, INDG 136 and the COSHH essentials on-line web service.

3.9 Working at Height Regulations 2005

- 3.9.1 Working at height is a daily requirement of company activities, as defined in INDG401 this maybe: "A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level".
- 3.9.2 As part of its commitment to provide a safer working environment the company will evaluate working at height activities. Where alternative processes from ground level are unreasonable, it will take reasonably practicable steps to ensure a safe environment when working at height, seeking guidance from sources identified in 3.9.5
- 3.9.3 When considering the use of steps or ladders, guidance will be sort for the suitability of such equipment with due consideration being given to the ability of the intended users.
- 3.9.4 Where a risk assessment indicates the use of scaffolding or powered access as suitable access, only personnel with relevant training and valid entitlement will construct or use this equipment.
- 3.9.5 The following sources of guidance will be sort for advice: INDG 401/2/3/5, MISC 614, CIS 58, L22, L113 and PUWER 1998.

3.10 Personal Protective Equipment Regulations 1992

- 3.10.1 The HSE and general good working practice considers P/RPE as the last line of defence in providing a safe working environment, its use is complimentary: i.e. to accommodate existing hazards and risks that can cause harm rather than prevent or remove the hazard.
- 3.10.2 The Company welcomes this ethos and will endeavour to operate in a similar fashion, whereby it will look to reduce the use of P/RPE to a reasonably practicable level through appropriate risk assessment, good working practice, equipment choice and training.
- 3.10.3 Where P/RPE is required, the company will insist upon its use or as necessitated by law; all personnel in our control will be obliged to comply with this. The company also insists that all personnel exercise appropriate self-discipline in its use.
- 3.10.4 A minimum of safety shoes will be worn at all times, high visibility clothing where required and hard hats as necessary, except where legally recognised exemptions apply.
- 3.10.5 Staff P/RPE will be provided for their safety as required. Sub-contractors will be expected to provide their own; all personnel will be charged for lost or maliciously damaged equipment in their charge.
- 3.10.6 Where working activities include exposure to radiation from the sun, the company will take this into account in risk assessments, whereby alternative working times will be the preferred method, shade the second and suitable PPE / safety sunglasses or eye masks for those wearing prescription glasses the third. In respect of sun tan lotion, individuals should provide their own and the company will provide a reasonable reimbursement.
- 3.10.7 The following sources of guidance will be sort for advice: L102/8, INDG 174/362/3, HSG 53 and CIS 50

3.11 Health & Safety First Aid Regulations 1981

- 3.11.1 Recognised first aid personnel will normally be available at sites covered by the company. Personnel in its control will be given the relevant details and are required to ensure they confirm all first aid provisions on that site prior to commencing operations.
- 3.11.2 The responsible person who is also a qualified first aider will be present at sites where one is unavailable and its operations require one to be present.
- 3.11.3 All operatives will be provided with an in-date first aid box suitable for 1-10 people and an advice pamphlet for basic first aid, which they must read and remain conversant with. All sub-contractors are required to provide a similar minimum standard. Confirmation will form part of the vetting process detailed in section 9.
- 3.11.4 The following sources of guidance will be sort for advice: L74, and INDG 347

3.12 Health Surveillance

- 3.12.1 The Company will advise all personnel of the associated inherent risks to their health from issues regularly noted in the construction industry, including: dermatitis, noise, vibration, and respiration issues.
- 3.12.2 The Company will use risk / COSHH assessments and information provided by the HSE and manufacturers of equipment, plant and products in its direct control to ascertain if adequate control measures are in place to satisfactorily protect against undue exposure. However, all personnel should be mindful that the company's ability to satisfactorily monitor the health of personnel in its control is extremely limited due to the short-term nature and variation of this company's own contracts and sub-contractors own other commitments. It will however promote guidance referenced in 3.12.4 for self-monitoring and their own good wellbeing.
- 3.12.3 The Company will advise any personnel in its control if it notes signs of work related health issues common to the construction industry. This it considers is a duty of care to such persons.
- 3.12.4 The following sources of guidance will be sort for advice: L140, HAVS Employers, HSG 61, INDG 175/362/3,

3.13 Fire Precautions

- 3.13.1 The Company will assess and take reasonable steps to ensure safe working conditions that remove sources of fire and conditions that promote its propagation.
- 3.13.2 All personnel are reminded that the use of any naked flame or blowtorch is prohibited.
- 3.13.3 All means of temporary portable lighting will be either low energy fluorescent or LED – The use of halogen work lamps is prohibited as part of the company fire precautions and for personal safety reasons to remove the risk of skin burns and excessive glare.
- 3.13.4 All personnel are required to evaluate local site conditions and their individual work activities that could create favourable fire conditions; which is a combination of all of the following: Heat, Oxygen and Fuel. A typical example could be charging a cordless drill battery next to solvents/solvent contaminated materials or wire wool.
- 3.13.5 All personnel are required to know and obey all fire precautions implemented at any site, they should also ensure they know the escape routes in specific relation to their work location.
- 3.13.6 The following sources of guidance will be sort for advice: HSG 168 and CIS 51

3.14 Acting as a Contractor under CDM 2007 Regulations

- 3.14.1 Where a project is identified as notifiable to the HSE, The Company will ensure a CDM co-ordinator and principal contractor have been appointed, the *HSE notified and that suitable welfare facilities are available before it commences its own operations on that site.
*A completed and confirmed receipt of the HSE form F10 will be sought as confirmation.
- 3.14.2 The Company will where required advise clients of their duties under the CDM regulations, and ensure their compliance with any necessary arrangements being set in place prior to the company commencing its own operations.
- 3.14.3 The Company will confirm the competence of its workforce as set out in sections five and nine of this policy as required by regulation 4 of CDM 2007
- 3.14.4 The Company acknowledges that if required, it will source suitable welfare facilities for its own projects that are non-notifiable to the HSE.
- 3.14.5 The following sources of guidance will be sort for advice: L144, INDG 411 and CIS 59

Section 4

4. Access to Competent Corporate and Construction Health and Safety Advice

- 4.1 In the company's commitment to ensure good health and safety and as required by the CDM 2007 Regulations, it will seek advice from the following sources:
1. Information available on the HSE website relevant to the company
 2. Through its trade membership of the ECA's health & safety advice service
 3. HASCOM, also via the ECA
 4. Through its trade membership of the J.I.B
- 4.2 Where further advice is required or if a project necessitates specialist advice due to any complexities beyond the companies control, the company will advise the client of the situation whereby the affected work will only start or recommence when such advice or suitable control measures are satisfactorily in place.
- 4.3 Should the situation arise whereby advice from items 2 to 4 of 4.1 cease, the company will promptly re-evaluate its health and safety status and review its options.
- 4.4 The following source of guidance will be sort for advice: INDG 420

Section 5

5. Training and Information

- 5.1 Through evaluation and risk assessments, the company will determine the individual abilities of its workforce in relation to the responsibilities requested from them, where required, additional training will be sought. However, the individual must also inform the company if they doubt their own abilities or believe further training / a refresher course is required. This equally applies to all sub-contractors.
- 5.2 The company will provide relevant training and information using guidance available to it; these may include toolbox talks and PowerPoint presentations. Where required, specialised training services will be employed. - Where provided to sub-contractors they may be required to make a reasonable contribution towards such training costs.
- 5.3 The company will also keep abreast of health and safety topics that have been raised by the HSE, relevant trade journals and through trade membership entitlements available to it.
- 5.4 The following sources of guidance will be sort for advice: INDG 345/420 and 449

Section 6

6. Individual Qualifications and Experience

- 6.1 The company will verify that all personnel in its control have suitable qualifications and experience for the duties being placed or expected from them.
- 6.2 Where circumstances within the company operations change the responsible person will make enquiries as to suitability of the qualifications and experience that enables it to discharge the responsibilities held under health and safety or in respect of duties accepted or legally required by it.
- 6.3 The system used to ascertain and maintain the suitability identified in 6.2 will be as set out in sections four, five and seven of this policy.

Section 7

7. Monitoring and Review with workforce Involvement and Feedback

7.1 All personnel are requested to proactively involve themselves in company health and safety matters as required by section 1.1. Whereby any feedback that improves such performance will be well received and is encouraged at all levels. For example, this could include:

- Management capabilities
- Feedback on communications
- Feedback on operational procedures
- Feedback on plant and equipment

7.2 The responsible person will monitor and review company health and safety operations where reasonably practicable, both in its own right and in conjunction with any feedback given from any relevant sources, for example, these could include:

- Personnel in its direct control
- Clients and client's consultants
- Where working as a contractor, feedback from the principal contractor
- Any incidents or near misses that have occurred relating to health and safety
- Reoccurring incidents or patterns there of

Where appropriate, such reviews and feedback will be used to implement better standards of health and safety within the company.

7.3 The following sources of guidance will be sort for advice: L146, HSG 48/65 and 263

Section 8

8. Reporting of Injuries, Diseases and Dangerous Occurrences 1995 RIDDOR

8.1 In improving the overall standard of company health and safety and as required by law under the Health and Safety at Work etc Act 1974, the company will comply with those parts of the RIDDOR 1995 act relevant to its operations.

8.2 Although the company is responsible for reporting incidents to the HSE under the act in relation to personnel engaged or affected by its operations, those involved or witnessing any incidents are requested to gather as much evidence as maybe reasonably possible. This could include but is not limited to:

- Making a note of the major facts of the incident
- Names and addresses of other witnesses
- Taking photographs (preferable)
- Any other relevant information, however insignificant it may appear to be

8.3 The gathering of evidence should only be attempted once any emergency has been dealt with and it is safe and acceptable to do so.

8.4 The company will report incidents covered by RIDDOR within the times stipulated and via the HSE website.

8.5 The following sources of guidance will be sort for advise: L73 and INDG 453

Section 9

9. Vetting Sub-Contractors

- 9.1 The company will vet all sub-contractors to ensure their suitability for the services they are being employed. This will be weighted by a combination of all the following factors:
- Valid suitable insurance (£5M Public Liability minimum)
 - Valid membership of relevant trade organisations / H&S accreditation scheme
 - Good health and safety record / procedures
 - Relevant qualifications / competence
 - Previous known experience working for the company
 - Recommendations / references from trusted partners
 - First aid provisions
- 9.2 Where company clients require additional vetting, the company will inform the client of which sub-contractors it intends to use so that they may perform their own vetting procedures. In this respect, the company will arrange for all details to be sent directly from the sub-contractor.
- 9.3 It is a condition of appointment that sub-contractors satisfy client vetting required by 9.2
- 9.4 Sub-contractors may only sub-contract where the company has given written authorisation to do so, as a minimum the company will require a satisfactory demonstration of the processes used to vet their sub-contractors legitimacy and health & safety arrangements.
- 9.5 The company will note the expiry dates of all sub-contractors insurance policies, whereby any sub-contractor engaged by the company at that time is responsible for ensuring proof of a new policy is in place seven days before the expiry of any existing policy.
- Failure to do so will result in immediate suspension of engagement by the company on the day of expiry, without exception.
- 9.6 All sub-contractors are requested and required to immediately inform the company of any change of status in relation to the information provided on their vetting declaration.
- 9.7 The following sources of guidance will be sort for advice: L144, HSE 40, and HSG 159

Section 10

Contents of Definitions and Reference Guides used in this policy

ACM's	Asbestos containing materials
COSHH 2002	Control of substances hazardous to health regulations 2002
CIS 50	HSE Information sheet - Safety helmets
CIS 51	HSE Information Sheet - Construction fire safety
CIS 58	HSE Information sheet – The selection and management of MEWP's
CIS 59	HSE Information Sheet - Provision of welfare facilities during construction
ECA	Electrical Contractors' Association
EM1	HSE Sheet - Asbestos Essentials - Discovering or damaging ACM's
EH40	HSE Guidance - 2005 Workplace exposure limits
EWR 1989	Electricity at work regulations 1989
GS 38	HSE Guidance - Electrical test equipment for use by electricians
HAVS	Hand arm vibration syndrome
HAVS Employers	HSE - Health surveillance for HAVS (for employers)
Hazard	Anything with potential to cause harm
HASCOM	HASCOM Networks Limited - International safety consultants
HSE	Health & Safety Executive
HSE 40	HSE Employers Guide - Employers' Liability compulsory insurance act 1969
HSG 17	HSE Guidance - Safety in the use of abrasive wheels
HSG 48	HSE Guidance - Reducing error and influencing behaviour
HSG 53	HSE Practical Guide - Respiratory protective equipment at work
HSG 61	HSE Guidance - Health surveillance at work 2005
HSG 65	HSE Guidance - Successful health & safety management
HSG 85	HSE Guidance for Electricity at Work - Safe working practices
HSG 97	HSE Guidance - Step by step guide to COSHH risk assessment
HSG 107	HSE Guidance - Maintaining portable and transportable electrical equipment
HSG 115	HSE Guidance - Solutions you can handle
HSG 159	HSE Employers Guide - Managing contractors
HSG 168	HSE Guidance - Fire safety in construction
HSG 263	HSE Guidance - Involving your workforce in health and safety
HSR 25	Memorandum of Guidance on the EWR 1989
INDG 90	HSE leaflet - Understanding ergonomics at work
INDG 136	HSE Employers guide - Managing sub-contractors
INDG 143	HSE Brief Guide – Manual handling at work
INDG 174	HSE Short guide to PPE regulations 1992
INDG 175	HSE Guidance - Employers guide for the control of vibration at work
INDG 229	HSE Guidance - Using work equipment safely
INDG 231	HSE Brief guide - Electrical safety and you
INDG 345	HSE Guidance - Employers health & safety training, what you need to know
INDG 347	HSE leaflet - Basic advice on first aid at work
INDG 362	HSE Guidance - Employers guide for the control of noise at work

INDG 363	HSE Guidance - Don't loose your hearing
INDG 401	HSE Brief guide to - Working at height regulations 2005
INDG 402	HSE Employers guide - Safe use of stepladders
INDG 403	HSE Guide - A toolbox talk on leaning ladder & stepladder safety
INDG 405	HSE Guide - Top tips for ladder & stepladder safety
INDG 411	HSE Quick Guide - Managing health and safety in construction CDM2007
INDG 420	HSE Leaflet - Getting specialist help with health and safety
INDG 453	HSE Brief Guidance - RIDDOR 1995
J.I.B	Joint Industry Board for electrical contracting
L5	HSE Acop Guidance - Control of substances hazardous to health 2002
L22	HSE Acop Guidance - The provision and use of work regulations 1998
L23	HSE Acop Guidance - Manual handling operations regulations 1992
L73	HSE Guidance – RIDDOR 1995
L74	HSE Acop Guidance - First aid regulations 1981
L102	HSE Guidance - Construction (Head protection) regulations 1989
L108	HSE Guidance - Controlling noise at work regulations 2005
L113	HSE Acop Guidance – Safe use of lifting equipment
L140	HSE Guidance - The control of vibration at work regulations
L143	HSE Acop Guidance - Control of asbestos regulations 2006
L144	HSE Acop Guidance - Managing health and safety in construction CDM2007
L146	HSE Acop Guidance – Consulting workers on health and safety
LOLER	Lifting operations and Lifting equipment regulations 1998
LOLER O/L	HSE Open learning guidance for LOWLER 1998
MISC 614	HSE Information sheet - Preventing falls from boom type MEWP's
MEWP	Mobile elevating work platform
P/RPE	Personal/Respiratory protective equipment
PUWER	Provision and use of work equipment regulations 1998
PUWER O/L	HSE Open learning guidance for PUWER 1998
RIDDOR 1995	Reporting of injuries, Diseases and Dangerous Occurrences Regulations
Risk	The possible consequences of exposure to a hazard
Risk Assessment	The likelihood and severity of risks occurring, those affected and the control measures to reduce the risks identified
The Company	B & T Services Limited
The responsible person	Mick Hollaway