



Health & Safety Policy

December 2010

www.bandk.co.uk



Index

Policy Statement	Page 3
Interaction of Health and Safety Responsibilities	Page 5
Organisation	Page 6
General Arrangements	Page 9



Policy Statement

The Bowmer & Kirkland Group of Companies has the highest regard for the well being of all persons involved in its activities and others who may be affected to them. We are committed to working with our Clients and external stakeholders to manage and control Health & Safety risks. It is the Group's belief that all accidents and occupational ill health can be prevented by adherence to our policies and procedures. We take a sensible, positive approach towards Health & Safety.

Bowmer & Kirkland is family owned and promotes family values - Health & Safety is a core business value and we are committed to creating a future free of incidents, injuries and ill health as a result of our activities. Working safely enhances Quality, improves Productivity and generates Value. Until we eliminate all accidents from our business, our Health & Safety performance will not be good enough. We take pride in everyone returning home safely every day, and we will target matters of concern measuring our success against specific objectives.

All efforts will be made and sufficient resources will be made available to maintain, as far as reasonably practicable, a safe and healthy environment at every location under the Group's control.

The Company recognises the importance of discharging all its statutory obligations and duties. Our minimum Health & Safety obligations are those required by relevant legislation and authoritative guidance. Bowmer & Kirkland Group will take appropriate steps to meet and, in many cases, enhance these requirements. Best practice is accepted as core value throughout the business and integral to maintaining a strong, positive safety culture. Everyone must co-operate to create a safe work environment and personal responsibility is expected. Instances where it is determined that an individual has acted in a non-compliant way may lead to disciplinary action, including, in serious cases, dismissal.

We will ensure that a documented Health & Safety Management System is maintained, containing the arrangements and organisational details of how these requirements will be achieved. To facilitate this aim a Health & Safety Management System based upon OHSAS 18001:2007 has been integrated into the Company's operational procedures.

Continual improvement will be achieved by effective implementation of this Policy. Everyone working for Bowmer & Kirkland is required to support and promote this Policy and comply with the requirements and duties contained in the Health & Safety Management System and Procedures.

Leadership, passion and commitment are present at all levels. The Group expects and requires all levels of Management and Supervision to actively initiate and pursue ways and means of making the working environment as safe and healthy as possible. It is the responsibility of ALL employees to comply with their legal, moral and company safety duties. Good safety behaviour is admired, respected and recognised across the organisation. Peer pressure will reinforce policing – acting unsafely is anti-social.

People are enabled to make safe choices about their own safety, the safety of those around them, and expected to challenge the environment in which they work. We will maintain a well-trained and fully competent workforce which actively contributes to the safe planning and delivery of their work. It is Group policy that all persons working on or visiting any site must be competent and trained and wear appropriate personal protective equipment. The Group operate a mandatory policy for the wearing of appropriate gloves when working on their construction sites.

Policy Statement

The Director responsible for Health & Safety co-ordination within the Group is Mr Robert Kirkland, with Mr David Scorer, Director, acting as 'Safety Champion' to oversee Group-wide effective implementation and compliance. They require details of all Regional and Company Directors' reviews and their operational performances regarding health, safety and training on a regular basis. Corrective actions and ongoing Health & Safety performance will be monitored and reviewed. Regular Health & Safety Committee Meetings are called to overview the Group's safety, health and welfare issues. Health & Safety is an Agenda item at all Board Meetings and formal Project Reviews.

All the Group Companies' Directors acknowledge their responsibility for successful implementation of the Health & Safety Policy and for promoting the continual improvement of Health & Safety within the Company. Proper management of Health & Safety is critical in the future development of the Company and in safeguarding its reputation. Attitude and behaviour, not just statistics, are a measure of success. Our business welcomes those who support our vision and are willing to work with us – without compromise on safety.

This Group Health & Safety Policy is reviewed on an annual basis and monitoring the implementation of this policy is supported by the Group Director of Health & Safety and his Team. This Policy, and its attendant procedures, will be audited regularly by internal and external auditors to provide the Board with the appropriate assurance that the requirements of this document are being effectively implemented and adhered to.

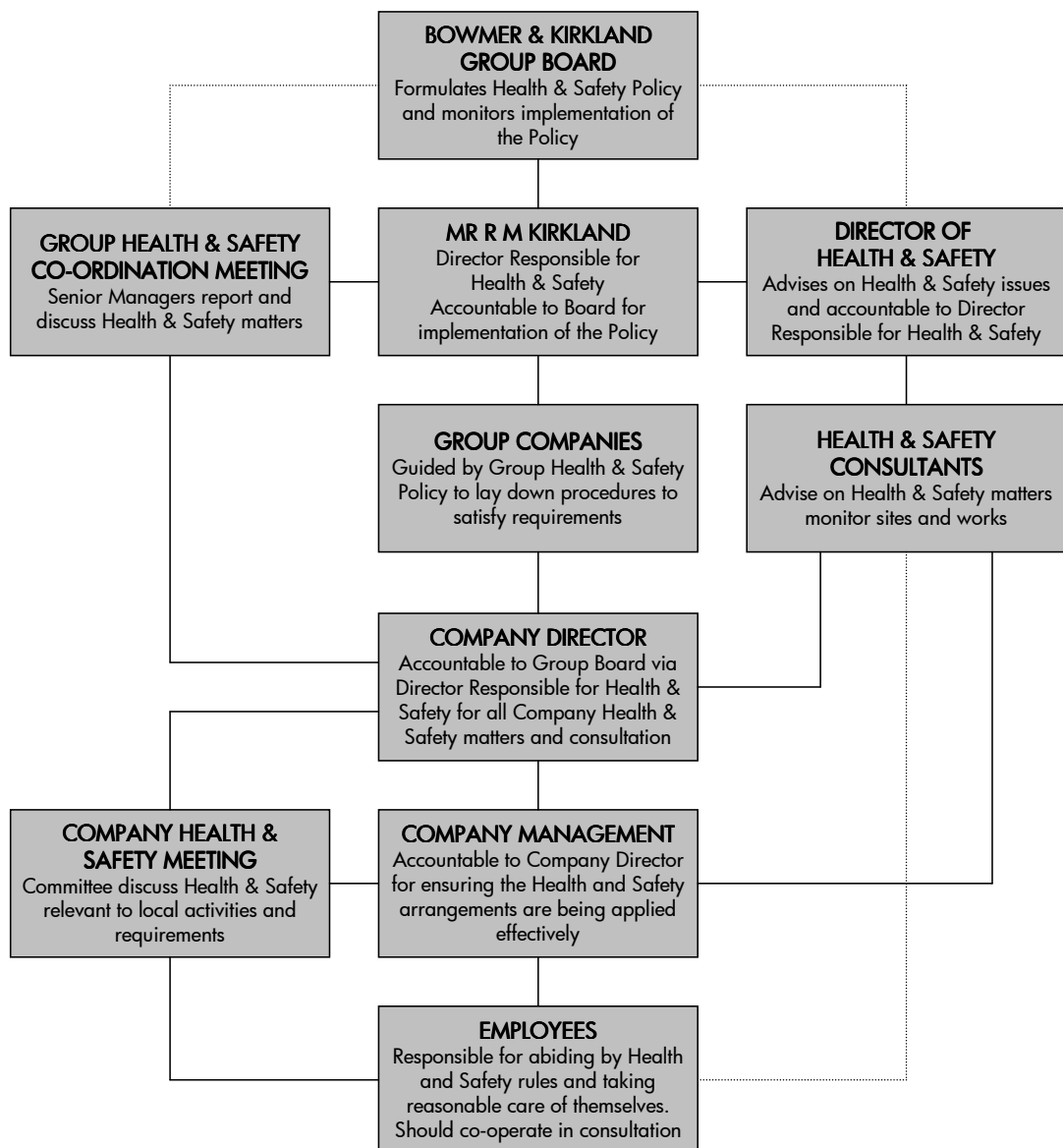
For, and on behalf of, Bowmer & Kirkland Group



John Kirkland OBE
Group Chairman
December 2010



Interaction of Health & Safety Responsibilities





Organisation

Health & Safety is a key core value for all within Bowmer & Kirkland Group.

1.0 The Group Board shall:

- Have collective overall responsibility for Health & Safety matters;
- Ensure they receive adequate training to maintain their knowledge and understanding of current Health & Safety duties;
- Identify and understand the significant risks created by the Group's changing and expanding activities in so far as these might adversely affect the safety and health of our workforce and others;
- Support and assist the Group Management by providing strategic direction for the effective management of Health & Safety responsibilities and review and endorse Group Health & Safety strategies;
- Ensure the development of Health & Safety documentation based upon Risk Assessment that meets legal requirements and industry best practice, and is in accordance with Group Health & Safety Policy and its associated arrangements;
- Take the lead in ensuring the effective communication of Health & Safety duties and the benefits of good performance in this regard across the Group;
- Ensure that suitable resources and strategic direction are available to discharge the Group's Health & Safety responsibilities;
- Set Group objectives and review performance against them;
- Appoint a Director from among their number at Bowmer & Kirkland Group Board and within each Region and Operating Company who shall be the focus for reporting to the relevant board on Health & Safety matters to include incident data and preventive information;
- Ensure arrangements are in place to assess and monitor the performance of the Group's suppliers and subcontractors;
- Review the overall performance and effectiveness of the Group's Health & Safety Management System, and ensure arrangements are made for any significant weaknesses to be addressed;
- Ensure staff and their representatives are involved and consulted on relevant Health & Safety matters and ensure that their views are considered;
- Review and amend this policy as appropriate.

2.0 The Health & Safety Co-ordination Committee shall:

- Be Chaired by the Group Director Responsible for Health & Safety and comprises of Companies' Directors / Senior Managers together with the Group Director of Health and Safety.
- Meet to review and monitor the Group of Companies' Health & Safety performance.
- Make Health & Safety recommendations to the Company Managing Director and Company Management Board.
- Promote interest in and enthusiasm for Health & Safety matters throughout the Company.
- Receive information from the Company Director Responsible for Health & Safety and respond accordingly.
- Co-ordinate and overview company Health & Safety initiatives, and provide feedback through the Company Director Responsible for Health & Safety to the Board upon effectiveness.

3.0 Region and Company Managers shall:

- Comply with at all times, and promote where possible, Group Health & Safety Management Systems and their associated documentation;
- Ensure work-related hazards are identified and suitable and sufficient risk controls are implemented to



- eliminate or, where that is not possible, reduce those risks;
- Develop, where applicable, specific procedures and safe working practices in line with legislative requirements, Group and Company documentation and local Risk Assessments;
- Ensure that all their staff, contractors/subcontractors, visitors, etc have access to adequate welfare facilities;
- Ensure that they and all their staff have adequate levels of competence, supervision, instruction and information to complete their work tasks safely, this includes access to Group Health & Safety documentation;
- Ensure that all local Health & Safety systems of work are appropriately maintained;
- Report and investigate Health & Safety incidents as necessary;
- Report against Key Performance Indicators and Group Health & Safety Procedures by completing the Management Monthly Safety Report;
- Ensure that work locations are regularly inspected and audited and that any failings identified are remedied without delay;
- Be responsible for effective day to day Health & Safety Management at Project / Company site level and delegation, allocation and compliance with duties under the Health & Safety Policy, Management System and Procedures.
- Ensure the proper selection and adequate management of suppliers and contractors.
- Ensure compliance with Bowmer & Kirkland Group Tower Crane Procedures.

Health & Safety is considered by Bowmer & Kirkland Group to be an essential measure when determining effective management. It is, therefore, required that all Bowmer & Kirkland Group Directors and Senior Managers actively engage to ensure Health & Safety management, performance and overall culture is a mainstream business deliverable.

4.0 Project & Site Managers/Supervisors shall:

- Organise all works to maintain a working environment that is safe and without risk to health in accordance with Bowmer & Kirkland Group Health & Safety Management Systems;
- Ensure that arrangements for controlling Health & Safety risks including Supervision of the workforce are effectively implemented;
- Maintain means of access to and egress from places of work that are safe and without risk to health;
- Ensure, so far as is reasonably practicable, the proper use of welfare facilities;
- Provide comprehensive instruction to all employees and contractors/ subcontractors on responsibilities for Health & Safety working methods and ensure that they take all reasonably practicable steps to prevent unsafe conditions or unsafe acts from occurring;
- Provide information to promote healthy and safe working methods and prevent damage to the environment, this includes Group Health & Safety documentation;
- Ensure that employees and contractors/subcontractors are provided with effective consultation;
- Provide reports as requested on the effectiveness of Health & Safety performance to Directors responsible for Health & Safety.

5.0 Employees shall:

- Work with reasonable care towards the Health & Safety of themselves and others and to protect the environment;
- Ensure they understand the instructions provided and work in strict accordance with those instructions and the relevant training they have undergone;

- Co-operate with those allocated with Health & Safety responsibilities;
- Report problems and deficiencies related to Health & Safety.

6.0 Health & Safety Team (including Advisors and Consultants) shall:

- Advise the Group on relevant new legislation, Approved Codes of Practice and similar guidance, and their impact on the organisation and arrangements for Health, Safety and Environmental Management and the individual and collective responsibilities faced by those in the Group;
- Provide Health & Safety Management and technical assistance / support to all Group Management, Projects and Company sites;
- Update the Group on any significant Health & Safety incidents;
- Facilitate, review and monitoring of Health & Safety within the Group and its Companies;
- Complete Health & Safety audits within the Group;
- Co-ordinate the issuing of advice to the Group on urgent Health & Safety issues requiring immediate action;
- Liaise, where required, with the HSE, EA and other external bodies on Health & Safety issues;
- Undertake investigation of accidents and incidents to ensure all learning points are shared across the group.

7.0 Contractors, Suppliers and Partners shall:

- Effectively and efficiently co-operate and communicate with Bowmer & Kirkland Group on all relevant Health & Safety matters.
- Meet the Health & Safety standards required of them in the performance of the work activities undertaken with or on behalf of Bowmer & Kirkland Group.

8.0 Safety Representatives (Trade Union and Staff) can exercise their rights to:

- Undertake investigations for reportable incidents.
- Represent the views of the staff to Managers and to the Health & Safety Executive Inspectors.
- Undertake inspections of the workplace.



Arrangements

1.0 Health & Safety Arrangements

The key elements of Bowmer & Kirkland Group Health & Safety arrangements are:

- A systematic approach to risk management.
- Appropriate occupational health interventions.
- Provision of information, instruction, supervision and training sufficient to enable staff to carry out their duties safely and effectively.
- Monitoring compliance and regularly review the effectiveness of the arrangements.
- Investigation and review of all Health & Safety incidents.
- Regular auditing.
- Provision of adequate funding, resources and expert advice.

Further information on the arrangements is contained within Bowmer & Kirkland Safety Procedures.

- It is mandatory for all Bowmer & Kirkland Group Regions / Companies, which includes Contractors working on its behalf, to meet the requirements of the Group's Policy, Procedures and Standards.
- Project / Company specific documentation must meet, as a minimum, the requirements set out in Group documentation and take the form of procedures and guidance for managers and staff working for the specific Region / Company.
- Local documentation and procedures should cover safety, health and environmental matters unique to premises, processes, a building, workplace, site, location, project or task. These include Method Statements, Risk Assessments, Records/Registers, Inductions, Toolbox Talks etc.

2.0 Supporting Documentation

Bowmer & Kirkland Policy Documents:

- Group Health & Safety Policy
- Group Environmental Policy
- Company Quality Policy
- Group Sustainability Policy

Bowmer & Kirkland Safety Procedures (SP) incorporating Group Standards

1. Training and Competence
2. Consultation & Communication
3. Risk Assessment/Method Statements/Permits
4. Construction Design Management
5. Monitoring Audit and Review
6. Accidents and Incidents
7. Fire and Emergency
8. Personal Health & Safety
9. Site Arrangements
10. Environmental Protection
11. Health Risk Management
12. Lifting Equipment and Operations
13. Plant and Equipment
14. Work at Height
15. Specific Risks

**Safety Procedure Forms (SPF)**

- SPF 100 Planning Forms / Templates
- SPF 200 Project Commencement Forms
- SPF 300 Daily Forms
- SPF 400 Permit to Work / Authority to Proceed Forms
- SPF 500 Weekly Forms
- SPF 600 Management Report Forms
- SPF 700 Incident, Accident and Official Visit Forms

Bowmer & Kirkland Information Documents:

- Safety Pack – issued by Health & Safety Department at Project commencement
- Notice Board information (Public Folders)
- Health & Safety Reports / Audits
- Health & Safety Management Briefing
- Safety Bulletins
- Safety Alerts

Bowmer & Kirkland Core Risk Assessments**Bowmer & Kirkland Toolbox Talks****Information Sources:**

- Construction Skills Manual – Construction Site Safety (GE 700).
- Health & Safety Department Library
- IHS Ti Onestop Technical Index