

# Health and safety policy

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## Our activity

BBP Regeneration is a multi-skilled team experienced in working with public sector, private sector, communities and third sector organisations to help deliver their priorities, projects and programmes. We work primarily in the following areas:

- Housing and local communities
- Economic development
- Low carbon economy
- Real Estate and Property Development

BBP Regeneration provides consultancy services covering all stages of the regeneration process:

- **Places:** We develop strategies, frameworks and delivery plans to support growth and revive underperforming areas
- **Economics:** We assess viability and value for money
- **Development consultancy:** We provide advice on residential and commercial property development
- **Funding:** We help to secure finance
- **Delivery:** We deliver successful projects and programmes

We operate from serviced office premises, and comply fully with all procedures and policies required by the building managers.

Much of our time is spent travelling, visiting clients or working remotely. We make our staff fully aware of the potential risks associated with this and provide information and training to enable them to assess and manage such risks, with the support of a Competent Person where required.

## Our duties and commitments

BBP Regeneration is committed to ensuring that - so far as is reasonably practical - the health and safety of employees (including Partners and Managers) and non-employees (including subconsultants, clients, visitors and the public) is safeguarded at all times. This means preventing injuries and cases of work-related ill health by:

- Maintaining safe and healthy working conditions
- Providing and maintaining plant, equipment and machinery
- Providing adequate training to ensure that employees are competent to do their work
- Engaging and consulting with employees on day-to-day health and safety conditions and providing advice and supervision on occupational health
- Providing adequate control of health and safety risks arising from work activities
- Implementing emergency procedures

Our health and safety arrangements ensure our compliance with Statutory Instruments, Approved Codes of Practices and HSE Guidance Notes including, but not limited to:

Source	Key commitments
<b>Health and Safety at Work Act</b>	To prepare and revise a written health and safety policy.

	<p>To allocate sufficient human and financial resources to health and safety.</p> <p>To provide and maintain, so far as is reasonably practicable, machinery and equipment that is safe.</p> <p>To ensure, so far as is reasonably practicable, the H&amp;S of, amongst others, other people at work on their premises, including contractors.</p> <p>To provide employees with adequate information, training, instruction and supervision.</p>
<b>Management of Health and Safety at Work Regulations and Approved Code of Practice (ACoP)</b>	To periodically review of the whole of the H&S management system to ensure that it remains effective.
<b>Management Regulations and ACoP</b>	<p>To appoint one or more competent people to help in undertaking measures needed to comply with health and safety law.</p> <p>To control H&amp;S risks by, amongst others, ensuring that everyone with responsibilities understands clearly what they have to do to discharge their responsibilities.</p> <p>To measure what we are doing to implement our policy, to assess how effectively we are controlling risks and how well we are developing a positive health and safety culture.</p> <p>To ensure that risk assessment informs training and competence need.</p> <p>To include in our assessment of risks any risks to persons not in our employment arising out of or in connection with the conduct of them by our undertaking.</p> <p>To adequately investigate incidents and accidents to ensure that lessons are learned.</p>
<b>Management Regulations and Control of Asbestos at Work Regulations</b>	<p>To consider whether there is a foreseeable risk of a worker coming into contact with asbestos or asbestos containing materials.</p> <p>To provide with appropriate information, instruction and training to understand the risks and controls necessary for working with asbestos.</p>
<b>Regulations concerning H&amp;S management, COSHH, Noise, Vibration, Lead and Asbestos</b>	<p>To carry out health surveillance as a method of risk control.</p> <p>NB - The HSE website confirms that health surveillance is required if a risk remains after the implementations of all reasonable precautions.</p>
<b>Provision and Use of Work Equipment Regulations and ACoP</b>	<p>To provide suitable work equipment and to maintain and inspect that equipment. To keep appropriate records of such.</p> <p>To restrict use, restrict maintenance and provide additional training for those people designated to use equipment with specific risks.</p>

<p><b>Electricity at Work Regulations and PUWER</b></p>	<p>To ensure all work equipment is maintained in an efficient state, in efficient working order and in good repair.</p> <p>To ensure that equipment is constructed and maintained so as to prevent danger at all times.</p> <p>NB - The HSE website confirms that PAT testing is not a legal requirement, subject to adequate procedures being in place.</p>
<p><b>HSE Guidance - Maintaining portable electric equipment in low-risk environments</b></p>	<p>To encourage users to look critically at the electrical equipment they use, and look for damage to the outside of the equipment and its lead and plug before they use it, but they should NOT take the plug apart.</p>
<p><b>Control of Substances Hazardous to Health Regulations and ACoP</b></p>	<p>To make a suitable and sufficient assessment of the risk to workers from hazardous substances before their use.</p> <p>To ensure that any person (whether or not an employee) who carries out work in connection with the employers duties to have the appropriate information, instruction and training.</p>
<p><b>Management Regulations and Manual Handling Operations Regulations and ACoP</b></p>	<p>To make a suitable and sufficient assessment of all manual handling operations to be undertaken by their employees.</p>
<p><b>Health &amp; Safety (First Aid) Regulations</b></p>	<p>To make an assessment of first aid need appropriate to the circumstances of each workplace, and to provide first aid materials, equipment, and facilities to match that need.</p> <p>To tell employees about the arrangements made in connection with first aid.</p>
<p><b>Regulatory Reform (Fire Safety) Order</b></p>	<p>To ensure that the responsible person carries out a fire safety risk assessment.</p> <p>To implement and maintain a fire management plan.</p> <p>To keep a written record of the significant findings of our fire safety risk assessment i.e. the hazards we have identified, the people at risk, and what we have done about it.</p>
<p><b>Work at Height Regulations</b></p>	<p>To properly plan and assess risk to ensure appropriate work equipment is selected and used.</p> <p>To adequately train all those involved in working at height.</p>
<p><b>Safety Committee &amp; Safety Representatives Regulations and the Health &amp; Safety (Consultation with Employees) Regulations</b></p>	<p>To have clear arrangements in place for consultation.</p>
<p><b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</b></p>	<p>To report and record events arising out of or in connection with work.</p>
<p><b>Health and Safety (Display Screen Equipment)</b></p>	<p>To protect employees from any risks associated with Display Screen Equipment (DSE) (i.e. computers and laptops)</p>

Regulations	
<b>HSE Guidance - Managing contractors: A guide for employers.</b>	Provides guidance on practical steps for safe working: <ul style="list-style-type: none"> <li>• <b>Step 1</b> - Planning</li> <li>• <b>Step 2</b> - Choosing a contractor</li> <li>• <b>Step 3</b> – Managing contractors working on site</li> <li>• <b>Step 4</b> - Keeping a check</li> <li>• <b>Step 5</b> - Reviewing the work</li> </ul>
<b>HSE Guidance – Consulting employees on health and safety</b>	Provides guidance on providing information and resolving disputes.

## Our arrangements

Our health and safety arrangements are the result of the process below, in accordance with HSE guidance:

- **Plan** – Accurate identification of the potential hazards in our workplace, through consultation across our team
- **Do** – Managing potential hazards in our workplace, assigning responsibility for these procedures, and providing employees with adequate training and information
- **Check** – Ensuring that responsibilities are fulfilled, through ongoing assessment and recording of experiences
- **Act** – Learning from those assessments and experiences as a team, and responding appropriately to any new risk areas that may emerge and affect our business

Key personnel involved in ensuring health and safety at BBP Regeneration are:

- **Health and Safety Officer: Stephen Pritchard** – Overall and final responsibility for health and safety
- **Health and Safety Manager: Ricky Thakrar** - Day to day responsibility for ensuring that policy is put into practice
- **Fire Marshall(s): Ricky Thakrar and Elena Kosseva** - Overall responsibility for minimising risk to persons and property from fire.
- **Appointed Person: Ricky Thakrar** - Overall responsibility for First Aid arrangements

As per section 7 of the Health and Safety at Work Act 1974, it is the duty of every employee (including Partners and Managers) while at work to take reasonable care of him or herself and of any other person who may be affected by his or her actions. They also have a duty to cooperate with their employer in relation to health and safety issues; at BBP Regeneration that requires being conversant and compliant with this document, and raising any queries or concerns with the Health and Safety Officer.

We kindly request that non-employees (including subconsultants, clients, visitors and the public) respect our health and safety policy and arrangements, a copy of which is readily available on the Company Policies page of our website.



Stephen Pritchard

Founding Partner

23 February 2016