



## Health and Safety Policy.

This is the statement of general policy and arrangements for BCEGI CONSTRUCTION (UK) and forms the general statement of intent by the Senior Management of BCEGI UK.

- We are committed to the prevention of injury and ill health to our employees and others who may be affected by our activities.
- We will comply with applicable legal requirements under the Health and Safety at Work Act 1974 and the applicable regulations and best practices which are relevant to our activities.
- Keeping safe all who work or visit BCEGI UK operational sites or offices.
- Provide training to ensure the competency levels of all our workforce is adequate for all to carry out their roles safely.
- Provide and maintain equipment to ensure a safe working condition assist in prevention of injury /ill health when carrying out site /office activities.
- Give clear direction to our employees with regards to their roles and responsibilities which is detailed in the BCEGI safety management system.
- Review and our HSE performance on a regular basis to enable setting OHS objectives and targets to assist in improving our future performance.
- This policy which is documented in the BCEGI safety management system is based attempts to cover identified health and safety risks and details effective management of risk under the Hierarchy of Control when planning our work.

The HSE Manager will champion the effective implementation of the safety management system across the business.

The Board Director however will be ultimately responsible for the Health and Safety within the organisation.

This Policy will be made available to all interested parties and will be prominently displayed on the site noticeboard and at head office it will also be part of the approved Health and Safety Plan for all activities BCEGI (UK) are involved in.

The policy is subject to review on a regular basis ensure that it remains relevant to the scope of the management system or where a significant change warrants an immediate review.

Name..... YEW CHEONG LAU .....

Date ..... 16.05.2016 .....

Position..... LEAD DIRECTOR .....



**BCEGI CONSTRUCTION (UK) LTD.**

**北京建工国际建设（英国）有限公司**

## **SMOKE FREE POLICY.**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of BCEGI that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles.

This policy applies to all employees, consultants, contractors, customers or members and visitors. Overall responsibility for policy implementation and review rests with the BCEGI Board However, all staff are obliged to adhere to, and support the implementation of the policy.

BCEGI shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy.

BCEGI will also inform all new personnel of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles. Local disciplinary procedures will be followed if a member of staff does not comply with this policy.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Name..... YEW CHEONG LAU .....

Position..... LEAD DIRECTOR .....

Date ..... 15.02.2016 .....

## 6. Mobile Phone Policy



### MOBILE PHONE POLICY.

The use of mobile phones during work activities i.e. driving, operating plant or equipment, working at height represents a significant risk of harm to the user and others around them.

Therefore, the use of mobile phones for making or receiving calls, emails or text messages, shall be restricted while walking or working on a BCEGI UK site. Unrestricted mobile phone usage is permitted only inside welfare facilities or offices.

As part of the management of mobile phone usage, control measure shall be employed to ensure the rules are followed by all personnel on the project. The site specific rules should be communicated to all persons during induction.

The following control measures shall be applied on all BCEGI UK sites:

- Provision of safe zones for the safe use of mobile phones on site. These shall be clearly identified.
- Where safe zones are not achievable due to the size or nature of the project then calls will only be made or answered once the person has found a place of safety.

They must remain in the place of safety until the call is completed and will remain stationary during the call.

- Anyone on site driving a vehicle or operating plant machines or equipment is prohibited from using a mobile phone whilst the vehicle, plant or equipment is in use. This includes the use of hands-free devices.

Name..... YEW CHEONG LAU ..... Date 16.05.2016 .....

Position..... LEAD DIRECTOR .....

Address Ground Floor, Voyager, Chicago Avenue, Manchester Airport Manchester M90 3DP

Registered in England and Wales N° 8790883



# BCEGI CONSTRUCTION (UK) LTD.

## 北京建工国际建设（英国）有限公司

### HEALTH AND WELLBEING POLICY

BCEGI is committed to ensuring that the workplace whether on site or in the office does not in any way affect the health and wellbeing of its workers.

BCEGI fully acknowledges that the workforce are valued and that their health and wellbeing is of utmost importance. It is BCEGI's intent that ill health is prevented.

This policy accepts the HSE definition of work-related stress as "the adverse reaction a person has to excessive pressure or other types of demand placed on them". There is an important distinction between 'reasonable pressures' which stimulate and motivate and 'stress' where an individual feels they are unable to cope with excessive pressures or demands placed upon them.

This policy recognises that work related stress can result from the actions or behaviours of managers or employees and that all workers cope with stressful situations differently.

#### Statement of Intent

BCEGI acknowledge the potential impact that work has on an individual's physical and mental health, and will promote employee well-being as far as reasonably practicable and:

- Ensure all individuals are treated with dignity, and can work at their optimum level.
- Recognise that work-related stress has a detrimental impact on employees' well-being, and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level.
- Create a working environment where potential work-related stressors as far as practicable are avoided, minimised or mitigated through good management practices.
- Develop a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Engage with staff to create constructive and effective working partnerships.
- Establish working arrangements whereby employees feel they are able to maintain an appropriate work life balance.
- Encourage staff to take responsibility for their own health and well-being through effective health promotion programmes and initiatives.
- Encourage staff to take responsibility for their own work and effectiveness as a means of reducing their own stress and that of their colleagues.

Date.....15.02.2016.....

Name.....YEW CHEONG LAU.....

DIRECTOR

### 3. Substance Misuse Policy



**BCEGI CONSTRUCTION (UK) LTD.**

**北京建工国际建设（英国）有限公司**

## **SUBSTANCE MISUSE POLICY.**

The misuse of substances whether it is **illegal drugs** or **prescribed drugs, alcohol, solvents** or “**legal highs**” can adversely affect the performance of individuals.

This misuse consequently may also have an impact on the safety and health of others due to unsafe acts whilst an individual is under the influence of a substance.

BCEG UK has a duty of care to ensure the health and safety of all persons on site including offices and including visitors to site also.

**With this in mind BCEGI UK expects all of its employees to comply with this policy by:**

- Not knowingly report for work under the influence of a substance.
- Not to consume/use a substance whilst at work, or permit any other employee or individual acting on behalf of the Company to do so.
- Report any person known to be, or strongly suspected of being, affected by substance misuse to his/her supervisor/manager where it is considered that other persons may be at risk such as driving vehicles or operating machinery.

It must be noted that symptoms suggesting that a person is under the influence of a substance may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc.

Substance misuse is everyone's concern. In the context of work, not only does it damage the misuser's health, it can increase absenteeism and reduce productivity. It may also increase the risk of accidents. This policy aims to support affected employees rather than punish them, although possession or dealing in substances at work will be reported immediately to the Police.

If an employee admits to being dependent, this policy aims to help them rather than lead simply to dismissing an individual.

The individual concerned may also be affected by legitimate medication prescribed by a doctor. These conditions may still require the person to be removed from the work location for safety reasons and if there is any doubt as to the individual's condition or cause of their condition, medical advice shall be sought immediately.

The unauthorised or introduction of any substance whilst working on behalf of BCEGI UK is strictly prohibited and will be treated as gross misconduct for which those concerned will be dismissed from employment.

Testing shall be carried out by an independent specialist where necessary and may also form part of the terms and conditions of contracts with Clients, which may also be carried out on a random basis.

Employees shall be informed where this situation applies.

Name..... YEW CHEONG LAU .....

Signed: ..... [Signature] ..... Date: 15.02.2016 .....

Position..... DIRECTOR .....



## COMPETENCE CARD COMPLIANCE POLICY

BCEGI UK is committed to operating a fully competent workforce on its sites and offices. All management and supervisory staff – whether employed by BCEGI UK or employed by our supply chain engaged on our sites - must therefore be able to demonstrate competence in appropriate management, supervisory or technical skills and health and safety matters. The competency card system provides the mechanism for verifying this competence and as such, all members of our workforce are required to hold the appropriate card. This means that:

All site and office staff that have a construction specific skill are required to hold a relevant competence card.

All site and office staff that do not have a construction specific skill are required to hold a Regular Visitor card.

100% of the workforce working for BCEGI UK including sub contractors should fall into one of the following categories and all personnel should progress to reach category A:

<p><b>Category A Hold the appropriate* competence card for their job role.</b></p> <p>Hold a competence card, or recognised equivalent not specified for role this includes individuals holding a trainee or experienced worker card who are registered for an NVQ or undertaking professional competence assessment.</p>
<p><b>Category B Not yet in possession of a card however:</b></p> <p>Have passed the relevant H&amp;S test (within 12 weeks from test date) and applied for their specified competence card and be able to provide <u>written</u> proof.</p> <p>Have booked the relevant H&amp;S test but not yet passed. Verification of competence required, by issue of a BCEGI Permit to Work, valid for three weeks and not renewable, before work can commence.</p>

Categories A and B represent compliance with our external benchmarks (United Kingdom Construction Group, UKCG)

Every employee and member of our supply chain is required to support the BCEGI policy towards a fully competent workforce. BCEGI UK will provide advice and guidance to enable compliance with this policy, which will be subject to regular independent audits.

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