

Health & Safety Management Standard

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1. Scope

This Standard outlines the safety management that suppliers must demonstrate at the tendering stage and achieve at all times when executing work on behalf of BT Plc.

Compliance with this Standard does not, of itself, confer immunity from legal obligations.

BT reserves the right to audit the safety management system operated by suppliers and their sub-contractors - both on an ad-hoc and programmed basis.

2. Terms and Definitions

The terms given in the Management of Health and Safety at Work Regulations 1999 will apply.

Work: Includes all activities where labour contracts are let.

Goods: Include equipment, products and systems.

Supplier: The person or organisation contracted to supply the service or undertake the work.

Sub-Contractor: A person or organisation contracted by the supplier to undertake work on its behalf.

3. Safety Management by Suppliers

BT aims to be a good employer in all matters relating to health, safety and welfare. It also accepts its responsibility for making sure that the way in which it carries out its business does not harm the health and safety of either BT people or anyone else affected by its activities.

BT therefore requires that its suppliers play their part in ensuring that the work they undertake on behalf of BT is both safe and healthy. This will involve in particular the need for suppliers to co-operate with and co-ordinate health and safety issues with BT and others on site.

Suppliers must ensure that all work is undertaken in accordance with relevant health and safety legislation and that suitable monitoring, audit and review systems exist to demonstrate compliance. Thus ensuring so far as is reasonably practicable the health, safety and welfare of their own

employees, their sub-contractors and anyone who may be affected by their work activities.

For all contracts, compliance with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 is required. Depending on the nature of the work being carried out, there will almost certainly be the need to comply with additional health and safety legislation, for example the Construction (Design and Management) Regulations 1994. It is for the supplier to identify and demonstrate compliance with all relevant legislation both at the tendering stage and throughout the lifetime of the contract. Ongoing compliance is normally achieved through regular contract review meetings (CRM) with BT Supply Chain and the clients. To this end the supplier must have access to competent help in applying the provisions of health and safety law.

3.1

Co-operation and Co-ordination Requirements

BT considers that the need to co-operate and co-ordinate health and safety issues is central to successful health and safety management, therefore:

The supplier must provide BT with all relevant safety documents relating to the work that they are tendering for. This provision extends to Method Statements and Risk Assessments.

When requested by BT the supplier must attend Pre-Start Site Meetings at which health, safety and welfare matters pertinent to the work shall be discussed and formally recorded, ahead of being implemented on site.

The supplier must as soon as possible, but in any event not later than 24 hours after any accident/incident event occurs, inform the BT Accident and Incident Reporting Group on 0800 671345 of:

- all injuries, diseases and dangerous occurrences that are notifiable to the enforcing authorities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ("RIDDOR") (and the supplier must also confirm that such notification has been made); and
- any other incident, accident, injury or ill health that has potential for loss or for a claim against the supplier, any sub-contractor, or BT.

4.

Supplier Response Guidance

N.B. See also Appendices 1 & 2.

BT understands that the arrangements suppliers have put in place successfully to manage health and safety will be proportional to both the nature of the activities they are engaged in and the size of the suppliers' undertaking. This Standard has been provided to enable BT to assess

suppliers' safety management systems in a logical manner using the framework of the requirements of The Management of Health & Safety at Work Regulations 1999.

To help BT assess tenders in a consistent way, please provide information in the order it is requested in Sections 6, 7 and 8 of this document. Guidance notes are provided to indicate what the BT adjudicator will look for when assessing your response.

Appendix 1 provides you with a matrix to indicate compliance status, with supporting notes and/or a cross-reference to supporting documentation. To each Generic Standard "Requirement" you are required to make a declaration of "Fully Compliant", "Partially Compliant" or "Not Compliant" as appropriate and suppliers must respond point by point to Section 6. This declaration shall be followed by a concise supporting statement and/or appropriate documentation labelled with the number of the requirement, describing the way in which you comply, or why you do not.

You may consider that some Requirements are not applicable to the circumstances that apply to the work for which you are tendering. In this case, instead of the above, you should indicate this with a brief explanation of why you consider it to be irrelevant. On adjudication of the response, inapplicable items will not be considered unless the BT adjudicator disagrees with the judgement that they are not relevant.

If you have already responded to this issue of the Generic Standard and intend to refer to all or part of your earlier submission, please state the date that the previous submission was made, the contract number and the buyer to whom the submission was sent.

BT reserves the right to validate, by independent audit if necessary the information given in your submission.

Items 3 to 16 of Section 6 relate to the correspondingly numbered regulations of the Management of Health and Safety at Work Regulations 1999. Respondents should refer to the HSE publication "Management of Health and Safety at Work" which contains the Regulations, approved code of practice and guidance notes to obtain further assistance with completing a response to GS11.

5. References

The Health and Safety at Work etc Act 1974.

The Management of Health and Safety at Work Regulations 1999.
(*Management of Health and Safety at Work – HSE Books - ISBN 0-7176-2488-9*)

Successful Health and Safety Management HS(G)65.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

BT Contractor Safety Information and Guidelines

6. Invitation to Tender Response - Safety Requirements

N.B. Please read Appendix 2 then use Appendix 1 to effect your response.

6.1 Health and Safety Policy

Please provide a copy of your current health and safety policy statement.

Guidance – Is your policy current and signed by a sufficiently senior manager? Does it state clear objectives and indicate adequate arrangements and good organisation?

6.2 Registration Status

Is your company currently registered as having achieved a recognised Occupational Health and Safety Management Standard e.g. OHSAS 18001 or equivalent?

If “Yes” please provide details i.e. identity of registration authority and standard applied, date of registration, date of last external audit and a brief summary of the results.

If your company is working towards registration please provide relevant details including target date for registration.

Guidance – Registration to a recognised standard (or demonstration that you are progressing towards registration) will weigh significantly in your favour, but you must still demonstrate your degree of compliance with the following sections. Lack of registration can still be compensated for by a good standard of response to the following.

6.3 Risk Assessment

Please provide details of:

- a) your risk assessment methodology and process;
- b) how you address what actually happens in the workplace or during the work activity;
- c) your process for obtaining information from owners/occupiers/third party contractors and others, as to hazards their work may create and hazards that may be particular to their premises.

We would also like to see:

- d) how you undertake risk assessments and record their findings;
- e) why you undertake risk assessments;

- f) when you review your risk assessments;
- g) how you ensure that all relevant hazards and risks are addressed;
- h) how you ensure that all groups of employees and others who might be affected are considered;
- i) how you identify groups of workers who might be exposed to risks greater than the norm within your company;
- j) how you take account of existing preventative or precautionary measures.
- k) where generic assessments are used, how you ensure that additional site specific risks that may exist at the point of work are identified and controlled.
- l) how you monitor that your risk assessment processes are understood and implemented.

Guidance – Can you demonstrate that your risk assessment (RA) process is sufficiently comprehensive? Does it ensure that it reflects the true situation in the workplace? Does it include provisions for obtaining information on hazards from other owners/occupiers/third parties in the workplace? Does it show how and why RA's are undertaken and recorded? When and how are they and the assessment processes reviewed? How are relevant risks addressed? Does it allow all groups of employees and others to be considered? How are groups of workers particularly at risk identified? Are existing control measures adequately described, recorded and enforced? Describe your monitoring and auditing processes. Visibility of recent performance against programme and audit findings, and example risk assessments would be a useful way to demonstrate compliance.

6.4 Principles of Prevention

Describe in general terms, and in priority order the principles governing the measures your company uses to prevent risks to health and safety.

Guidance – Schedule 1 of the Management of Health and Safety at Work Regulations 1999 (MHSW Regs) lists the principles of prevention in priority order. Can you show that your management system demands compliance with this?

6.5 Health and Safety Arrangements

Please provide details of the arrangements you have in place to manage health and safety.

We understand that the arrangements you have put in place will be proportional to both the nature of the activities you are engaged in and the size of your undertaking.

Where appropriate, we would like details of how your health and safety Arrangements, and where appropriate those of your sub-contractors are:

- Managed
- Planned

- Organised
- Controlled
- Monitored and reviewed

Guidance – Can you demonstrate that you understand and have in place processes to meet these criteria?

6.6 Health Surveillance

Please advise how your risk assessment process identifies when health surveillance is required either by specific legislation (e.g. COSHH, Asbestos, Lead), or when the following criteria apply:

- there is an identifiable disease or adverse health condition related to the work concerned;
- valid techniques are available to detect indications of the disease or condition;
- there is reasonable likelihood that the disease or condition may occur under the particular conditions of work; and
- surveillance is likely to further the protection of the health of the employees to be covered.

Guidance – Does your RA process identify when health surveillance is required? Can you demonstrate compliance with specific legislation applying to the type of operation for which you are tendering? If the operation does require health surveillance, do you have a suitable system in operation? Provision of historic test programmes and records would be useful to demonstrate compliance.

6.7 Health and Safety Assistance

Please provide details (including professional credentials) of who has been appointed in your organisation to provide competent help in applying the provisions of health and safety law and where this is recorded.

Guidance – If your competent persons as defined by the MHSW Regs do not have formal health and safety qualifications, an outline of their experience and training in the type of operation for which you are tendering should be supplied.

6.8 Procedures for Serious and Imminent Danger and for Danger Areas

BT accepts that the procedures you have in place will depend on the nature of your work and the work being undertaken at the work place. However, as appropriate, please provide details of:

- a) established procedures your people will follow if situations presenting serious and imminent danger were to arise - including whom you have appointed in the work place to implement procedures to evacuate the