



Babcock International Group PLC
Energy & Marine Rosyth
Contractors
Safety, Health, Environment & Security

July 2022
Issue 16

HSE(R)-MAN-001

46	Electrical Distribution Systems	23
47	Demolition	23
48	Excavations	23
49	Road-works	24
50	Radioactive Substances	24
51	Nuclear Safety Measures	24
52	Radiological Safety	25
53	Access Passes for Contractors and Visitors	25
54	Vehicle Permits	27
55	Photography	27
56	Traffic Regulations	28
57	Armed Servicemen on HM Vessels at Rosyth	28
58	Security Alert States	28
59	Conditions of Vehicles & Speed Limits	28
60	Searches	29
61	Environmentally Sound Procurement	29

HSE(R)-MAN-001	Revision 16	Page 3 of 31
<p align="center">UNCONTROLLED WHEN PRINTED</p> <p align="center"><i>It is the responsibility of the user to ensure they are working with the latest revision</i></p>		<p align="center">Printed: 18/04/2024</p>

01 Foreword

Babcock at Rosyth is committed to conduct its activities in such a way so as to ensure the safety and health of its employees at work and that the environment is protected from harm. This duty also extends to Contractors and persons not employed by the Company but who may be affected by its activities.

Babcock health * n2G()-W* nTf1 0 0 1 281.2 kntu0.00tC TJET@.000008827onmenTm0 G[he

HSE(R)-MAN-001	Revision 16	Page 4 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

02 Introduction

The safety, health and environmental policies of Babcock are to secure a high standard of performance in all its undertakings and require that contractors working within Rosyth Business Park conduct their operations in the same manner.

To ensure that Contractors adopt safe working practices and comply with Company policy and statutory requirements this booklet has been prepared as a Code of Practice.

A copy of this Code of Practice will be included in, and be a condition of, all contract agreements. Prior to commencement of the contract, the overseeing manager dealing with the contract will ensure that the Contractor has this Code of Practice and where necessary discuss any areas of specific hazard which could affect the safety and health of either party or have an adverse effect on the environment. All Contractors employees working on site must be fully conversant with these rules.

Additional copies of this Code of Practice shall be supplied on request, for distribution by the Contractor to his own staff and any of his sub-contractors.

HSE(R)-MAN-001	Revision 16	Page 5 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

04 Safety, Health, Environment and Security Induction

All contractor personnel who are required to work at Babcock for less than three days in total are required to watch the Safety, Health, Security & Environmental Induction film (Approximately 5 minutes in duration)

Those required to work at Babcock for three or more consecutive days/occasions are required

HSE(R)-MAN-001	Revision 16	Page 6 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

shall be final and binding on the contractor.

comply has occurred

07 Alcohol & Drugs

Contractors are to be aware that a zero tolerance policy for alcohol & drugs¹ &

HSE(R)-MAN-001	Revision 16	Page 7 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

12 Welfare

The Contract Agreement will determine who is to provide welfare facilities, e.g. first aid arrangements, accommodation for meals/clothing, washing facilities, sanitary

HSE(R)-MAN-001	Revision 16	Page 8 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

- the use of high pressure water jetting equipment
- entry into confined space e.g. spaces in which it is foreseeable to expect the presence of dangerous fumes or gases, a deficiency or excess of oxygen or the presence of flammable vapour of gas
- the use of ionising radiation
- the removal or application of materials containing asbestos
- diving activities
-

HSE(R)-MAN-001	Revision 16	Page 9 of 31
<p align="center">UNCONTROLLED WHEN PRINTED</p> <p align="center"><i>It is the responsibility of the user to ensure they are working with the latest revision</i></p>		<p align="center">Printed: 18/04/2024</p>

- giving your name and nature of the injury

A first aider will be sent by the Security Control Room to the OHD.

All accidents to a Business Park
 Form B1510 or equivalent. The
 Accident Book is to be kept on site and available to the HSE Manager and Overseeing
 Manager on request.

In accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and Company Policy, the Contractor will:

- inform the Overseeing Manager and the HSE Manager immediately by telephone when the accident results in a Fatal or Major Injury.

See: [HS\(R\)-PROC-2-025 - Emergency Response required for serious Accident/Fatality.](#)

- record details on Form F2508 for Fatal, Major and Reportable Injuries and Dangerous Occurrences and Form F2508A for Reportable Diseases and send forms to the Hs3rRarstthe Hs3rRarstthe Hs3rRarst

HSE(R)-MAN-001	Revision 16	Page 10 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

(NSLM) Ext. 53004 and the Site Licence Compliance Manager (SLCM) Ext. 53238, in addition to any obligations stated above.

See: [NUA\(R\)-CP-NUC-2-030 Nuclear and Radiological Event Reporting](#)

17 Contractor / Sub-contractor Safety, Health & Environmental Performance

Babcock is committed to conduct its activities in such a way so as to ensure the safety & health of not only our employees but contractors/sub-contractors also. Contractors and sub-contractors are to be aware that they must submit details of their safety & health performance along with hours worked on a monthly basis to the Safety, Health & Environment Department.

In order to ensure a consistent approach is adopted across the company, a proforma has been developed and can be obtained from the Safety, Health & Environment Department (01383) 424311.

18 Training/Competency

Legislation continues to emphasise the significance of information, instruction and training. Contractors are to ensure that their employees and sub-contractors are competent to carry out their work and aware of all the risks associated with it and the control measures necessary for safety, health & environmental protection.

Records of training/competency to be made available for inspection.

19 Personal Protective Equipment

Contractors shall comply with the Personal Protective Equipment Regulations 2002 and Company regulations with regards to PPE.

Contractors are to ensure that their employees are provided with all necessary personal protective equipment (PPE). Depending on the nature of work and where working on the site then the following may need to be provided, helmet, safety shoes/boots, eye protection, ear defenders, gloves, suitable clothing, safety harnesses/lanyards etc.

Helmets, eye protection and safety footwear are to be worn at all times on docksides, dock bottoms, ships, submarines, Build Hall and stores. Where hearing protection is mandatory, appropriate signage will be clearly displayed.

All personnel entering and moving around between buildings and work sites within the restricted area must, **as a Minimum**, be wearing hi-vis clothing, in accordance with

HSE(R)-MAN-001	Revision 16	Page 11 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

EN ISO 20471 High-Visibility Clothing Standard (Formerly EN471) (Intermediate level).

It is important to note that, to conform to EN ISO 20471 standards, items must have a yellow or orange background. Hi-vis items of any other colour do NOT conform to UK and EU standards for high visibility clothing. The minimum requirement is to wear a fluorescent yellow or orange hi-vis waistcoat with two conspicuous bands around the body and braces to both shoulders

See: [HS\(R\)-PROC-4-001 The Wearing of Safety Footwear.](#)

See: [HS\(R\)-PROC-4-002 Hearing Conservation.](#)

See: [HS\(R\)-PROC-4-003 Head Protection.](#)

See: [HS\(R\)-PROC-4-004 Respiratory Protective Equipment.](#)

See [HS\(R\)-PROC-4-005 High Visibility Clothing.](#)

See: [HS\(R\)-PROC-4-006 Protection of Eyes.](#)

See: [HS\(R\)-PROC-4-007 Safety Harnesses.](#)

See: [HS\(R\)-PROC-4-008 Hand Protection.](#)

20 Noise

Contractors are to comply with the Control of Noise at Work Regulations 2005 and The

HSE(R)-MAN-001	Revision 16	Page 12 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

All lifting appliances and lifting gear is to be under the control of a competent person and all lifting operations carried out in accordance with statutory regulations and by employees competent to carry out the task.

See: [HS\(R\)-PROC-7-004 - Lifting Equipment Examination Testing & Operations.](#)

24 Working on Roofs

During roof construction or repair, the correct edge protection, guardrails and toe-boards must be used. Any access ladders to the roof are to be secured and crawling boards are to be utilised for all fragile roof and leading edge operations.

Crawling board platforms at roof leading edges are to comprise a platform at least two boards wide, which incorporates a guardrail. All translucent sheets are to be highlighted and no materials, unless securely tied, are to be left on the roof in periods of inactivity.

Contractors are to ensure that their employees are fully conversant with Health and Safety Guidance Note HSG 33 (Safety in Roof Work).

HSE(R)-MAN-001	Revision 16	Page 14 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

27 Liaison with Ships Manager

Every vessel (ship or submarine) under Company control has a nominated Ship Manager who has ultimate responsibility for safety, health, environment and fire precautions within the vessel. Before boarding any vessel, the Contractor is to locate and make himself known to the Ship Manager through his nominated Overseeing Manager.

28 Fork Lift Trucks (FLTs)

Contractors are to ensure the following is adhered to when using FLTs:

- all operators to be trained
- all loads must be secured
- all fluids are to be carried in suitably labelled robust and sealed containers
- no load is to be carried which obscures the position lights or direction indicators of the FLT
- no
- no load is to be carried which projects either side of the forks by more than half the distance between the forks
- any load which projects beyond the front, rear or sides of the vehicles must be clearly visible to other road users and pedestrians
- any Contractor found not complying with the above will be removed from site
- When not in use, apply the parking brake and remove the key to prevent unauthorised use.

See: [HS\(R\)-PROC-7-010 - Forklift Trucks.](#)

29 Fire cards/evacuation procedure

All Contractors who board ships and submarines or who enter the Dock bottoms are to be in possession of a fire card.

HSE(R)-MAN-001	Revision 16	Page 15 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

HSE(R)-

Hot work operators and fire sentries working on board vessels are to complete a Hot Work Fire Safety course. A hot work permit may also be required depending upon the circumstances and controls in place.

All fires, however small, are to be reported to the Overseeing Manager and the HSE Manager.

When using welding equipment, screens are to be used as appropriate to prevent neighbouring workers being subjected to a

See: [HS\(R\)-PROC-6-004 - Hot Working](#)

32 Highly Flammable Liquids flash point below 32°C

Contractors 218.06 1oOntrac1F1 12 Tf1 0 0 1 e1 0 y w 595.32 841.92 reW* nBT/F1 12 Tf1 0 0

HSE(R)-MAN-001	Revision 16	Page 17 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

33 Applications/spraying of highly flammable liquids

The Contractor is to provide adequate and safe means of escape in case of fire from all parts of the working area and is to ensure that the process will not jeopardise means of escape from any other part of the premises.

Employees are to be made aware of the danger of the process and instructed not to smoke or to operate electrical switches or electrical appliances, unless intrinsically safe, in places where vapour may accumulate.

Portable sources of ignition are to be removed from the working area. Permanent sources of ignition shall be safe, sufficiently remote or isolated from supply.

Ventilation must be adequate and monitored until the vapours have

HSE(R)-MAN-001	Revision 16	Page 18 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

HSE(R)-MAN-001	Revision 16	Page 19 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

- waste is to be appropriately segregated at source iaw legislation & stored in designated areas which are isolated from surface water drains.
- controlled waste and special waste must not be deposited in any of the skips located throughout Rosyth Business Park.
-

HSE(R)-MAN-001	Revision 16	Page 20 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

All potentially environmentally harmful fluids are to be managed in accordance with the following documents:

See: [ENV\(R\)-INFO-024 - General Chemical Use, Handling, Storage and Disposal](#)

See: [ENV\(R\)-PROC-9-019 - Oil & Chemical Handling, Storage & Disposal Policy](#)

HSE(R)-MAN-001	Revision 16	Page 21 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

Scaffolding/staging inspections are to be carried out by a competent person every day and after inclement weather or alteration. Details of the inspections are to be recorded by the person carrying out the inspection. The details of inspections are to be kept on site and available for inspection by the Overseeing Manager and/or HSE Manager.

scaffolding/staging erected for

HSE(R)-MAN-001	Revision 16	Page 22 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

All plant/machinery brought onto site is to be fully safeguarded and protected in accordance with legislative requirements. Guards removed at any time for maintenance, repair or inspection etc. must be put back into position before the machine is used.

No guard or protective devices may be removed, or misused, by the employees from any plant/machinery.

All plant/machinery brought on to Rosyth Business Park containing potentially environmentally harmful fluids is to be fitted with suitable & sufficient secondary containments and all associated gauges and metering is to be maintained within suitable calibration. Suitable spill absorbent kits are to be maintained in the immediate vicinity of such plant/machinery.

46 Electrical Distribution Systems

electrical

distribution system must ensure compliance with the following:

- all electrical work within line feeder pillars, dockside service units and cable change boxes are prohibited. Equipment must be isolated by authorised personnel from Rosyth Business Park before commencement of work
- the Contractor will employ on site a competent person as defined in the Electricity at Work Regulations 1989.

47 Demolition

HSE(R)-MAN-001	Revision 16	Page 23 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

HSE(R)-

is required, you will be advised by broadcast message. The Incident Commander will co-ordinate any evacuation from the Site.

52 Radiological Safety

Where work involves radioactive materials or the entry of employees to radiation controlled areas, Contractors are to ensure that they comply with the provisions of the Ionising Radiation Regulations 2017 (17).

Note: *The Contractor is responsible for obtaining any required notifications, registrations and consents from the ONR or HSE under Regulations 5, 6 and 7 respectively of the Ionising Radiations Regulations 2017 for work with radioactive materials at Rosyth Business Park. Copies of all required certificates shall be forwarded*

Contractors involved in radiation work are required to sign a written agreement to a written system of work before work is permitted to commence (contact the Health Physics Department ext. 52904)

For entry into controlled areas, Contractors must inform the Health Physics Dosimetry Section to provide personal details and written summaries of any radiation dose accrued during the current year. The latter shall comprise a Radiation Passbook issued in compliance with IR 99 in the case of classified persons.

Classified Persons are to be in possession of a dosimeter issued by an Approved Dosimetry Service and should have undergone a radiation worker medical within the previous twelve months (it should be ensured that the medical will remain valid for the 12 months). Contractors are not permitted to enter Controlled Areas.

Contractors will attend the standard radiation safety lecture carried out by the Health Physics Department.

Personnel will be required to wear a local control dosimeter when entering Controlled Areas, in addition to any dosimetry supplied by the Contractor.

See: [NUA\(R\)-CP-NUC-2-026 - Radiological Protection Standing Orders](#)

53 Access Passes for Contractors and Visitors

HSE(R)-MAN-001	Revision 16	Page 25 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

Visitors Passes

These are issued to visitors who require access to the restricted area on a daily basis. A Company employee must sponsor the personnel concerned and must notify the Visitors Reception Centre (VRC), by means of a Secy Form 1, as far in advance of the employing company, specific area to be visited and the date & time of arrival and duration of visit.

HSE(R)-MAN-001	Revision 16	Page 26 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

Passes are official documents subject to the Official Secrets Act. They should be carried discreetly when outside Rosyth Business Park and should not be kept with personal papers, e.g.

a pass expires or is no longer required, it must be handed in to the Babcock Security Department.

The onus is placed on the employing company to ensure that a pass issued to one of their employees is recovered and subsequently returned to the Babcock Security Department as soon as they leave that

contracts. Individuals who do not return passes will not be issued with passes in the future.

54 Vehicle Permits

All vehicles requiring to park on the site or enter the restricted area must be in possession of a vehicle permit. Application forms for longer term or regular vehicle access can be obtained from the Security Control Room.

will only be issued with a yellow parking permit and must park outside the restricted area of the site.

The vehicle permit must be displayed at all times when within Rosyth Business Park but hidden from sight when the vehicle is outside.

Loss of a permit must be reported to the Babcock Security Department immediately. When the permit is no longer required it must be handed in to the Security Control Room.

Temporary parking permits, valid for up to 1 month can be issued to infrequent or short term visitors. These are issued by the Babcock S5 12 Tf1u(usm0 G[])TJET@.000m0 G[])TJ

HSE(R)-MAN-001	Revision 16	Page 27 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

Devices such as Mobile Phones, Tablets etc must not be used to take photographs within Rosyth Business Park.

56 Traffic Regulations

You are subject to the same traffic laws inside the Rosyth Business Park as you are outside. Any contravention will normally result in withdrawal of the permit, banning of the vehicle and/or the driver responsible for an indefinite period.

See: [SEC\(R\)-POL-006 Traffic Policy](#)

57 Armed Servicemen on HM Vessels at Rosyth

Armed service personnel will be used on all ships/submarines with servicemen living on board. The periods where armed service personnel will be used are prior to Ships Staff Move Ashore (SSMA) and post Ships Staff Move on board (SSMOB).

A Health and Safety notice will be displayed in a prominent position at which provides details of the procedure.

The Contractor is to ensure all their employees and sub-contractor employees are aware of this and to comply at all times with instruction given by armed servicemen.

58 Security Alert States

There are special arrangements for dealing with the threat of terrorist attack. The aim is to protect personnel and property from injury or damage. Everyone has a part to play in this strategy and it is essential that a high standard of vigilance is maintained at all times.

There will inevitably be occasions when delays occur, such as when the alert status increases. Vehicle searches may be undertaken on a random basis prior to entry and exit. Parking restrictions may also be applied, so do not take it for granted that you will be able to park at your normal location or even within Rosyth Business Park.

59 Conditions of Vehicles & Speed Limits

Contractors bringing vehicles on site are to ensure that they are suitable for the type of work to be undertaken and are maintained in a road worthy and safe condition. Vehicles are to meet all statutory requirements of the Department of Transport.

Vehicles are to be operated by authorised competent persons who are to ensure that no unauthorised passengers are allowed on the vehicle. Passengers are only permitted where there is standard fixed seating. All loads on vehicles are to be properly secured

HSE(R)-MAN-001	Revision 16	Page 28 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024

Babcock International Group PLC
Marine & Technology Division - Rosyth
Safety, Health & Environmental Department
Ground Floor
Rothesay Building
Rosyth Business Park
Rosyth
Fife KY11 2YD

Tel: +44 (0)1383 412131 Ext: 54311
email: karen.eason@babcockinternational.com

HSE(R)-MAN-001	Revision 16	Page 31 of 31
UNCONTROLLED WHEN PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 18/04/2024