



**HEALTH & SAFETY POLICY
MANAGEMENT SYSTEM**

*BJH Contracts UK Ltd
Unit 9 Strawberry Lane,
Willenhall, WV13 3RS*

DATE ISSUED: 12.03.2020

ISSUED BY: *stacey Holleron*

NEXT REVIEW: 12.03.2021



Health & Safety Policy – Rules – Procedures

BJH Contracts UK Ltd
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WV13 3RS
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PREPARED BY
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HEALTH AND SAFETY POLICY STATEMENT

BJH Contracts UK Ltd is fully committed to providing a safe place of work, safe systems of work and a safe working environment for all its employees and any visitors to the Company premises.

We will ensure that the statutory requirements of the '**Health and Safety at Work Act etc - 1974**' will, as is reasonably practicable, be complied with, as follows:

- Provide adequate resources for meeting our health and safety obligations including competent advice
- Carry out periodic risk assessments in the offices, manufacturing and site installations and review the results annually or as deemed necessary by the process
- Provide methods of working which are safe and without risk to health of its employees, clients, sub-contractors or visitors
- Ensure arrangements are in place for safe use, storage, handling and transportation of articles and substances used at work
- Ensure that employees are provided with adequate training and records are maintained, information and or instructions and are supervised to secure their safety while at work, and the safety of others who may be affected by their actions
- Provide and maintain all plant machinery and equipment which is safe and without risk to health
- Provide adequate arrangements and facilities for employees, clients, sub-contractors and visitors welfare
- Ensure that consultation takes place with employees, clients, sub-contractors and visitors on matters affecting their health, safety and welfare
- Establish and maintain adequate fire precautions
- Co-operate with H&S advisors and act on their recommendations
- Ensure adequate provision of PPE and training, as requested or from the result of a risk assessment

This health and safety policy/statement will be reviewed annually and will be amended and re-issued as deemed necessary. Any changes will be brought to the attention of all employees through the normal communication channels within the business and a revised copy of this policy / statement will be displayed within the Company's premises.

More detailed information regarding the responsibilities and arrangements in place for the effective management of health and safety matters, are available to all employees, sub-contractors, clients and visitors in the Company's '**Health and Safety Policies and procedures**'.

Employee duty to Health and Safety:

It is the responsibility of all employees to co-operate with the company and not to interfere with or misuse or abuse anything provided by the company in the interest of health and safety.

Employees must take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions at work, and must comply with legal requirements imposed on them by the health and safety legislation.

Signed: S.Holleron

Dated: 12.03.2020

Stacey Holleron

Director – BJH Contracts UK Ltd



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ENVIRONMENTAL POLICY STATEMENT

The Directors of BJH Contracts UK Ltd are fully aware of their duty of care for the environment, and shall promote environmental awareness within the Company's operations.

Although the general installation and equipment involves few substances or emissions, which may cause harm to the environment, certain precautions must be taken to ensure such harm does not arise:

The Company intends to reduce harmful and nuisance emissions to:-

AIR by

- Maintaining plant and equipment in good repair at all times.
- Purchasing or hiring equipment where reasonably practicable which does not produce harmful or noxious fumes
- Avoiding the use of any paint or sealant, which contains high levels of Volatile Organic Compounds.

Contaminating **LAND** by:

- Maintaining plant and equipment to prevent leakage.
- Providing safe storage for all fluids so that leaks are contained.
- Providing suitable and sufficient absorbent material to absorb any uncontained leakage.

Contaminating **WATERCOURSES** by

- Ensuring no waste substances are poured down any drain.
- Sealing waste liquids and substances before disposal.

Promoting **RECYLING** by

- Ensuring, as far as possible, that all waste materials are segregated when disposed.
- Taking waste materials to recognised recycling centres where possible.

The company shall adopt the principle of **BATNEEC** (Best Available Technique Not Entailing Excessive Cost) in all its operations where harm to the environment is a foreseeable risk.

Signed

Date: 12.03.2020

S. Hauerap

Director – BJH Contracts UK Ltd



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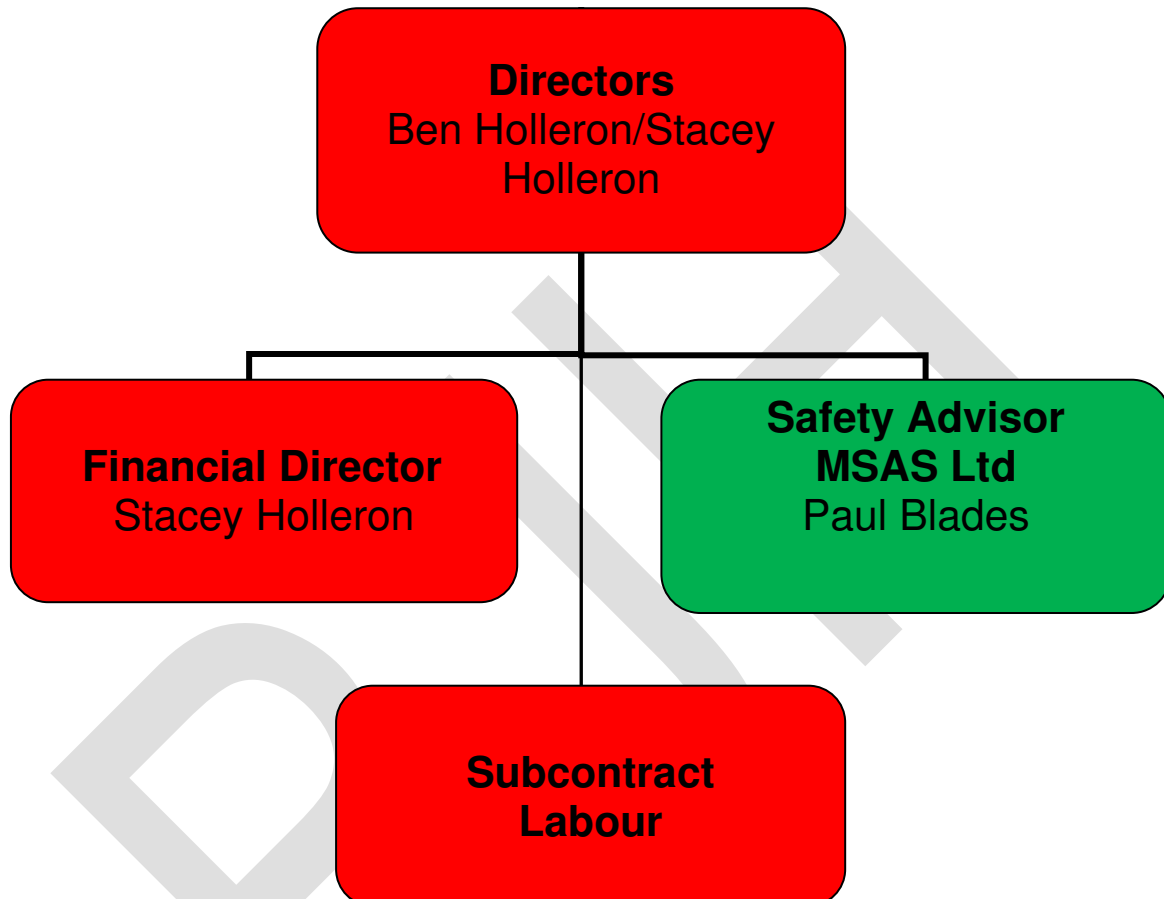
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SECTION 2

2.1 Organisation Structure





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2.2 Responsibilities

DIRECTORS

- (a) Ensure that within their sphere of influence the policy laid down by the Board of the Company is understood and implemented.
- (b) Ensure as a corporate body that suitable resources and finances are made available to enable the intentions expressed in the Statement of Intent to be realistically achieved.
- (c) Understand the statutory requirements affecting the Organisation's work. Understand fully the requirements of Health and Safety legislation for the work being carried out. Including the Control of Asbestos Regulations & the requirements for the correct type Survey being in place or to be conducted prior to commencement of works.
- (d) Ensure the establishment of a Risk Assessment based Safety Culture and that all activities are planned, risks assessed, and carried out to a considered Method Statement.
- (e) Ensure that a suitable pre-selection process is in place for the identification of responsible suppliers and Sub-contractors with particular reference to the testing and certification of portable and transportable hired equipment.
- (f) Discipline employees who fail to carry out their Health and Safety responsibilities in a satisfactory manner.
- (g) Ensure that all employees have received appropriate Safety Training.
- (h) Ensure that at Directors meeting the agenda allows for the consideration of Health and Safety matters, and that accidents, injuries and damage producing incidents are discussed.
- (i) Set a personal example at all times by wearing appropriate protective gear when visiting sites.
- (j) To ensure persons responsible for the selection of sub-contractors must ensure that sub-contractors selected to work for BJH Contracts UK Ltd are competent to carry out their duties under the Health & Safety at Work Act 1974 and associated legislation (CDM 15) and any special safety procedures that may be applicable to their particular type of work.



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APPOINTED WORKS SUPERVISORS

- (a) Understand the Company Health and Safety Policy and draw the content to the attention of all on site by including reference to it, at the Site Safety Induction.
- (b) Organise work on site so as to cause minimum risk to own employees, other contractors' employees, visitors to the site and where there is a direct interface, to members of the public.
- (c) Ensure that work is carried out to the prepared Method Statement whether by directly employed labour or by Sub-Contractors.
- (d) Understand fully the requirements of Health and Safety legislation relevant to the work they are carrying out Including the Control of Asbestos Regulations & the requirements for the correct type Survey being in place or to be conducted prior to commencement of works.
- (e) Ensure that Risk Assessments are in place for all hazardous activities and that these have been properly brought to the attention of all those likely to be at risk.
- (f) Keep all required documentation up to date. Display the 'Health and Safety Law' poster and the Company's 'Employers Liability' Insurance Certificate, also display a copy of Form 10 Notification of Project on site where work falls within the Construction (Design and Management) Regulations 2015 and the Company has the role of Principal Contractor.
- (g) Where appropriate, ensure site temporary electricity supply is installed and kept in a safe condition.
- (h) Insist that extreme care is exercised when work is being carried out adjacent to overhead or underground services and that recommended approach limits are observed.
- (i) Maintain as tidy a site as circumstances allow.
- (j) Ensure that Sub-Contractors are closely managed and that they understand the site rules and their own areas of responsibility.
- (k) Maintain contents of First Aid box to the required standard.
- (l) Ensure provision of all necessary Personal Protective Equipment to own labour force and insist that all Sub-Contractors provide the same to their employees before allowing them to work.



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- (m) Carry out Site Safety Induction of every person before they commence work on site. Matters covered in addition to site Safety Rules must cover procedure to be followed in the event of an emergency, including how to operate any fire extinguishers on site.
- (n) Accompany any Authority Inspector or Environmental Health Officer who may visit the site and respond positively to his recommendations. In the event of a Prohibition Notice being issued, contact the Directors without delay.
- (o) Set a personal example by at all times wearing appropriate protective clothing when on site.
- (p) Report all accidents which cause injury to any person arising from work activities to the Director responsible for Health and Safety. In the event of serious injuries requiring attendance at Hospital, report by telephone, less serious injuries to be reported in writing.

EMPLOYEES & LABOUR ONLY SUBCONTRACTORS

- (a) Must take reasonable care for their Health and Safety at work and not expose themselves to risks of injury or ill health.
- (b) They must be aware of and not put other people at risk from their activities at work.
- (c) Must understand and work within the Health and Safety Rules laid down by BJH Contracts UK Ltd as applicable to their place of work.
- (d) Must not intentionally or recklessly misuse or interfere with anything provided in the interests of Health, Safety and Welfare.
- (e) Must report to the Site Supervisor any unsafe situation on site or in the workshop or any person who is not acting as required by (a) and (b) above.



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SUB-CONTRACTOR

- (a) Are required to prove their Health and Safety competence before being awarded a contract.
- (b) They must co-operate fully with BJH Contracts UK Ltd Management and with other Sub-Contractors on site in the interest of Health and Safety.
- (c) They will provide Method Statements and Risk Assessments for their activities in a meaningful form before they commence work on the site when requested to do so.
- (d) They will only employ persons of competence to carry out their work and will be able to demonstrate this competence if asked to by BJH Contracts UK Ltd
- (e) All equipment, machinery, plant and tools brought on site will be required to comply with the Provision and Use of Work Equipment Regulations 1998 and only be used or operated by trained, competent persons.
- (f) Will be required to submit properly prepared assessments as required by the Control of Substances Hazardous to Health Regulations 2002 for any potentially harmful substances to be brought onto site.
- (g) Conform at all times to the Site Rules of BJH Contracts UK Ltd
- (h) Use only electrical equipment of 110 volt strength or of the rechargeable battery type unless (a) a tool is not obtainable in the 110 volt type and (b) it is totally safe (double insulated and provided with an appropriate earth leakage device at the socket outlet) and has been discussed with the Safety Officer before being installed on site.
- (i) Report any injuries to their employees to BJH Contracts UK Ltd
- (j) Ensure that employees are kept up to date with changing circumstances on site that may change the interface between activities and therefore result in new hazards.



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HEALTH & SAFETY CONSULTANT

1. Advise management on the preparation, implementation and review of a Company Policy for Health, Safety and Welfare including the organisation and arrangements for carrying out the Policy.
2. Give advice to management as requested on: -
 - (a) Risk Assessments and Legal requirements affecting Health, Safety and Welfare, taking into account hazards that present a potential for harm and identifying the risk, the likelihood and severity of injury/damage occurring.
 - (e) Proposed changes in legislation.
3. Carry out inspections of sites and workshops if and when requested to determine whether work is being carried out in accordance with Company Policy, Method Statements and the relevant statutory provisions. Provide an inspection report to supervision and send a copy of the report to the Director responsible for Health and Safety, who will activate a response to meet the identified risks.
4. Assist management in any dealings with the Health and Safety Executive.
5. Carry out investigations of accidents when requested to do so.
6. Provide advice on training requirements and arrange training courses when requested to do so.
7. Endeavour to establish at all levels within the Organisation an understanding that compliance with the Regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.
8. The Health and Safety Consultant is:

Paul Blades
Midland Safety Advice Services
142 Kenilworth Road
Balsall Common, CV7 7EW
Tel: 07842756621





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Section 3 ARRANGEMENTS

3.1 INTRODUCTION

This section provides an overview of how this Company manages the health, safety and environmental issues that concern it.

This Company's main business activities are civils, ground works therefore appropriate plans will be formulated for all works and risk assessments and method statements completed.

However, when working for Principal Contractors/Clients, work to and abide by their safe systems of work.

3.2 SAFE SYSTEMS OF WORK

All activities undertaken by this company have their own unique hazards and risks associated with them, therefore it is essential that a safe system of work is created, implemented and managed in order to prevent any accidents, incidents and damages.

Site Specific Method Statements and Risk Assessments are prepared in advance of the work activity/project commencing which is approved and authorised by the Principal Contractor/Client. These documents will identify all foreseeable hazards and place an emphasis on minimising the risk of injury to their employees and others who may be affected by their activities through relevant control measures.

A Permit system will be implemented for all works which are deemed extra hazardous, such as but not limited to:-

Excavations / breaking ground
Hot works (grinding etc)
Confined spaces

3.3 SAFE PLACES OF WORK

BJH Contracts UK Ltd will work closely with the Principal Contractor/Client to ensure a safe place of work is afforded to all operatives and the public alike.

All work sites will be adequately planned and structured to ensure operatives have a safe working zone which protects them and anyone who may be affected by their activities. Safe access and egress points will be identified ensuring site security is maintained at all times.

In accordance with current statute, the workplace and items such as excavations, plant and equipment must be inspected and a written report prepared at weekly. Any misdemeanours found during inspections must be addressed at the earliest convenience.



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3.4 WORKING AT HEIGHT

BJH Contracts UK Ltd has adopted the regulations hierarchy which will be observed at all times whereby:

- (1) Work at height will be avoided where possible;
- (2) Where work at height cannot be avoided work equipment and other measures will be used to prevent falls;
- (3) Where the risk of a fall cannot be eliminated work equipment or other measures will be used to minimize the distance and consequences of a fall should one occur

Additionally

- (4) All work at height will be properly planned
- (5) All work at height will take account of the weather conditions could they endanger health & safety
- (6) All those involved in work at height will be trained and competent
- (7) The place where work at height is to be done will be firstly and thereafter regularly inspected to ensure it is safe
- (8) Equipment for working at heights will be appropriately inspected, erected and dismantled by trained authorised personnel only.

3.5 TRAINING

All staff will receive training in their responsibilities as defined in this Policy. Training will be repeated at intervals and whenever changing legislation or working methods or risks require.

The operatives required to carry out key tasks such as Operation of Plant & equipment will be provided with necessary training and only operatives with the necessary training, qualifications and experience will be employed to meet the company's obligations. A suitable number of personnel will be identified and provided with first aid training as required by the First Aid at Work Regulations.

Prior to commencement of work, employees will attend a Company induction, and where required a Principal Contractor / Client induction and any site specific induction necessary.

All employees and sub-contractor labour will be briefed on risk assessments, COSHH assessments and method statements.

Toolbox Talks / Safety Alerts

Toolbox talks will be delivered on a monthly basis, with Safety Alerts being briefed as and when raised/issued to ensure all employees are aware of industry related accidents, incidents etc.



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3.6 PROCUREMENT & MANAGEMENT OF SUBCONTRACTORS

Sub-contractors will be sent our assessment form which, on return, will be vetted by the Company Directors assisted by the H&S Advisor as required. This will be undertaken to determine that the sub-contractor is competent and has sufficient resources to carry out the type of work under consideration.

For specialised work activities, the sub-contractor will provided all method statements and risk assessments prior to commencement of works for approval/acceptance.

3.7 CONSULTATION & COMMUNICATION

Quarterly H&S meetings shall be held where health and safety matters are discussed. In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, we invite a representative of the employees & Labour only contractors to attend. These meetings enable the employee's views to be heard with regards to health and safety.

Both are informed however, to bring to the attention of management, at any time, any item (including work process, procedure or work equipment, including personal protective equipment) they feel may affect their Health and Safety.

Management ask employees to report immediately any failing that could affect the health and safety of themselves or others to ensure health and safety issues and assessments can be amended where required. Both will be issued with information on hazards and work procedures which may affect or are applicable to them.

Any information obtained from others that may be relevant to the safe working procedures of operatives from this Company will be assessed and passed on to all applicable.

All will have access to management with regard to any query in relation to health and safety issues and if not available in person, can call by telephone.

3.8 PROCEDURE FOR NEW EMPLOYEE / LABOUR ENGAGED BY THE COMPANY & TRANSFERRED TO SITE

This procedure is to be carried out by the Site / Work place Supervisor of the site/work place where the new employee will be required to work.

- (a) Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- (b) Show the new employee where the Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.



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- (c) Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
- (d) Show the new employee where copies of Regulations are kept.
- (e) Warn new employees of any potentially dangerous areas of operations on site or in the workplace and the need for extra care where there exists an interface between the work and the general public.
- (f) Warn the new employee of any prohibited actions on site or in the work place e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
- (g) If there is any training or instruction required, inform management e.g. abrasive wheels, cartridge tools, scaffold inspection etc.
- (h) Issue to the new employee any protective clothing or equipment necessary e.g. safety helmet, goggles, ear defenders, wet weather clothing etc. and obtain their signature for the items issued.
- (i) Show the employee the location of the first aid box and explain the procedure in the event of an accident, in particular the necessity to record all accidents, however trivial it may appear at the time.
- (j) Explain procedure in event of an emergency and how to operate any fire fighting equipment on site.

3.9 FIRE & EMERGENCY

- (a) On all sites the Management responsible for Health and Safety will discuss arrangements for an emergency procedure with the Site Supervisor and the need for identifiable emergency exits suitably signed and for provision of appropriate means of fighting fire in its initial stages.
- (b) Fire extinguishers will be provided suitable and sufficient to the perceived risk of fire occurring on site. All Company owned fire extinguishes will be in accordance with the applicable British or European Standard and will be maintained and serviced.
- (c) An appropriate form of Fire Alarm will be provided on all sites apart from the most basic activities.
- (d) Where BJH Contracts UK Ltd operates within a Client's occupied premises, any emergency or fire procedures will be arranged to augment, and not conflict, with any procedures existing within the occupied premises.
- (e) It is the practice of BJH Contracts UK Ltd to consider the possible need for non normal emergency arrangements and procedures at the tendering stage in most cases and at the very latest when the contract has been awarded.

It is our practice in all cases to work with, and closely follow the pre-existing fire and

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emergency arrangements of the owner or occupier of the building in which the work is to take place i.e. The Client, or within arrangements formulated by the principal contractor where we are an appointed sub-contractor. Taking into account the type of contract, its location, applicable security arrangements, these will be discussed and any non-normal requirements agreed prior to our work on site commencing.

3.10 MANUAL HANDLING

Wherever possible, BJH Contracts UK Ltd will make use of mechanical means to lift and transport items around or to the places of work. Where mechanical means is impracticable a manual handling assessment will be undertaken.

All employees will have received manual handling training and therefore be able to carry out their own assessment.

Risk assessment for manual handling operations will be undertaken in accordance with the BJH Contracts UK Ltd Risk Management System.

Management are to ensure only competent able bodied personnel undertake manual handling tasks and reviews carried out to ensure competency is maintained.

Management will ensure that tasks with excessive loads/weights shall be resourced with mechanical lifting aids to minimize the need for manual handling.

It is the duty of all staff to comply with any instruction given in respect of manual handling and to utilise where provided, handling aids or systems of working. Any loss, damage or breakage of such equipment must be reported.

3.11 HAZARDOUS SUBSTANCES / ASBESTOS

All substances considered hazardous to health will be appropriately assessed before being permitted onto site. If the substance is to be acquired and used by this company then an assessment will duly be undertaken and professional assistance obtained where required.

Where the Client or Principal Contractor provides substances for use on site it must be assessed accordingly, the assessments must then be offered to this company and be accompanied by suitable data sheets.

Substances must be substituted for a less harmful substance where practicable.

Asbestos:

The Company fully understands the nature and ethics behind the requirements of the Control of Asbestos Regulations 2012. All working practices will be formulated with due regard for the principles contained within these and all other relevant health and safety and waste control laws, regulations and guidance notes.



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On projects known to contain asbestos, Project Managers must ensure they receive a copy of the asbestos register / management survey or refurbishment / demolition survey from the Client or PC and along with the site supervisor relevant information from this document must be highlighted and relayed to site operatives. Additionally Project Managers must ensure site operative have attended the company asbestos awareness course which can be arranged through the appointed safety advisor.

If during the process of stripping out materials are found that appear to contain asbestos, work will cease until the suspect material has been analysed. Upon confirmation that it is an asbestos containing material the contract administrator will be approached to sanction the bringing in of a licensed contractor to complete the removal of this material. Work will only re-commence after the completion of satisfactory air sampling.

All our operatives will attend an annual asbestos awareness course.

3.12 ACCIDENT REPORTING & FIRST AID

Accidents and incidents must be notified immediately to the works Supervisor and in his absence to the nominated safety representative and Director.

Details of the accident must be entered into the 'Accident Book' immediately.

When an accident or incident is reportable to the 'Health and Safety Executive (HSE)' under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) The Manager or nominated safety consultant shall ensure that all requirements under these regulations are followed.

How to make a report

To make a report, go to www.hse.gov.uk/riddor A telephone service can be used to report fatal and major injuries only as the quickest available means – call the Incident Contact Centre on 08453009923 and then within 10 days make a report on the approved form (F2508)

Over Seven day injuries must be reported within 15 days after the accident.

The Directors assisted by the works Supervisor shall ensure that an accident or incident is properly investigated and appropriate records maintained. The works Supervisor shall ensure the appropriate preventive action/s are initiated to prevent recurrence. The H&S adviser will complete an independent investigation and report the findings to the Directors.

BJH Contracts UK Ltd designated persons to be trained as 'first aiders' and others as "appointed persons" to look after first aid equipment and to take charge of any situation where an employee is ill or injured.



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3.13 EQUIPMENT MAINTENANCE, TESTING AND HIRE

BJH Contracts UK Ltd will only supply equipment which is:

- (a) Suitable for the purpose for which it will be used
- (b) Used for the purpose for which it was designed

All plant, machinery and equipment will be serviced, maintained and tested in accordance with the manufacturer's specification and relevant statutory and regulatory legislation. Certificates and records for this will be kept at all times.

Any new plant, machinery and equipment whether hired or not will be checked prior to acceptance to ensure that it is fit for purpose and has been serviced, maintained and tested.

The hiring of plant, machinery and equipment shall be from established reputable hire companies.

Visual inspections will be made of all plant, machinery and equipment prior to use by a competent person operating that particular item which will be recorded.

Any items found to be defective will be tagged to indicate that it should not be used, put into quarantine until repaired/replaced.

Only trained competent persons will be permitted to operate and maintain plant, machinery and equipment.

3.14 ELECTRICAL EQUIPMENT AND TOOLS

Electrical hand tools will be rated at 110 volts only and will be subject to regular inspection and testing (usually every 3 months) by a competent person.

All other electrical equipment will be regularly inspected and tested by a competent person.

Only a competent person will be permitted to carry out any repairs on electrical equipment.

3.15 VIBRATING TOOLS

Certain procedures, tools and equipment have the potential to create vibration that could affect the health and safety of employees.

When purchasing or hiring equipment, an emphasis will be placed upon obtaining the appropriate tools for the job, used by trained operatives and maintained accordingly.

BJH Contracts UK Ltd will endeavour to supply or/and use vibrating equipment upon ensuring the following:

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- (1) Alternative methods of working have been considered, but found to be Impracticable
- (2) All vibrating tools are tested & that productivity values exist.
- (3) All vibrating tools are maintained and serviced.
- (4) All operators will be provided with training and information relating to Hand Arm Vibration Syndrome Regulations

Upon reaching the daily exposure limit values (ELV) immediate action shall be introduced to reduce the exposure to below the limit value. If the daily exposure action value (EAV) is reached BJH Contracts UK Ltd shall introduce a programme of controls to eliminate the risk, or reduce exposure to as low a levels as is reasonably practicable.

3.16 NOISE

BJH Contracts UK Ltd recognises that it has a duty to protect anyone who could be affected by noise levels and to reduce noise to the lowest level reasonably practicable and undertake an assessment of the noise where it appears to be excessive.

When purchasing or hiring work equipment, we expect our suppliers to supply us with information in relation to the work equipment, including the noise emissions, this will then be used to determine the equipment used.

The work equipment will be maintained to ensure it does not deteriorate to the extent where it would put employees at risk due the noise levels.

Where noise levels cannot be controlled by other means, a hearing protection zone will be identified and suitable signs erected. Information will be offered to any person regarding the hazards associated with exposure to excessive noise and hearing protection will be worn by everyone within the hearing protection zone.

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and affected employees provided with suitable ear protectors.

3.17 PERSONAL PROTECTIVE EQUIPMENT

The requirement for the provision of personal protective equipment (PPE) is usually determined by risk assessments, although certain mandatory PPE is required by our Principal Contractor and/or Client. PPE is only used as a last resort where risks to health and safety cannot be adequately controlled by other means.

It is our policy to:



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- Provide personal protective equipment where a risk assessment has concluded that PPE is required.
- Ensure that all PPE will adequately protect the individual from the hazard, fits properly and is comfortable.
- Provide personal protective equipment that conforms to British and European Standards.
- Provide members of staff using PPE with appropriate information, instruction and training.
- Supervise and monitor staff to ensure PPE is being used correctly.
- Keep a record of PPE issued.
- Discipline employees who fail to wear or repeatedly refuse to wear PPE appropriately

3.18 PROTECTION OF THE GENERAL PUBLIC

In many areas where this company undertakes its works, it may interface with the general public, we will therefore, through appropriate assessments, assess the risks and put in control measures to ensure their health and safety so far as is reasonably practicable.

3.19 WELFARE

The following welfare provision will be provided:

- Adequate toilet facilities.
- Appropriate washing facilities with a sufficient basin, supply of hot and cold or warm running water, soap and towels.
- Appropriate facilities for rest and to shelter from inclement weather, with seating and tables.
- A supply of wholesome drinking water, that will be marked drinking water.
- A means of boiling water.
- A means for storing and drying clothing (a drying room where appropriate)
- A means for heating food
- Arrangements will be made to ensure the welfare facilities are kept clean.

3.20 HOUSEKEEPING

- Welfare facilities (toilets, mess rooms etc) will be kept clean on a daily basis, and debris including left over food, milk cartons, drink cans etc must not be allowed to accumulate and attract vermin. This is even more important where such facilities are provided by others and are shared by a number of Contractors.
- Storage of tools and equipment must not be permitted in mess cabins or toilet / washing facilities.
- Accumulation of cast off filthy clothing must not be allowed to occur.



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- Waste must be placed in designated site skip for disposal.
- If hazardous waste is involved, e.g. timber that has been treated with preservative, it must be kept in a lidded skip for disposal to a controlled tip.
- Paths and access ways across site, on scaffolds, and to welfare facilities will be kept clear of obstruction and safe to walk on.
- Materials will be safely stacked within the space limitations set by some sites. In general when stacking materials consideration will be given to the possibility of out of hours, trespass by children and others who might sustain injury due to inadequacy of stacks.
- Site Offices will be kept free from build up of flammable materials and rubbish and kept clean.

3.21 CDM REGULATIONS 2015

The Management shall ensure compliance with and that the key aims of CDM 2015 are met. The key aims are to integrate H&S into the management of projects and to encourage everyone involved to work together to:

- Improve the planning & management of projects from the very start.
- Identify risks early on so they can be eliminated or reduced at the design or planning stage with the remaining risks properly managed.
- Target efforts to where it can do most good in terms of H&S.
- Discourage unnecessary bureaucracy.

The Regulations will apply to all construction work and projects.

All projects (domestic/non-domestic) will be potentially notifiable (Client notifies)

- If work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project

Or

- Exceeds 500 person days

For both notifiable and non notifiable projects BJH Contracts UK Ltd will ensure that arrangements are in place to ensure that:

There is clarity as to the roles, functions and responsibilities of members of the project team.

Those with duties under the regulations have sufficient time and resource to comply with their duties.



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There is good communication, co-ordination and co-operation between members of the project team including client, designer and other contractors.

Liaise with designers to confirm that their designs (and any design changes) do not create risks to the health & safety of those constructing, using or maintaining the structure.

Contractors are provided with construction phase health and safety information. We are able to confirm that health and safety standards on site will be controlled and monitored, and that welfare facilities will be provided from start of the construction phase through to handover at completion.

When deciding whether management arrangements are suitable and maintained throughout the project, we will make a judgment, taking account of the nature of the project and the risks that the work will entail.

3.22 EXCAVATIONS

Prior to any excavation work commencing, all works must be suitably planned and a full risk assessment undertaken, taking into account the following concerns:-

- Collapse of the sides (ground conditions, vibration from traffic etc)
- Weather conditions (which will effect ground conditions)
- Materials falling into the excavation.
- People and vehicles falling into the excavation.
- People being struck by plant
- Undermining nearby structures
- Contact with underground services
- Access and egress.
- Accidents to members of the public

No minimum depth has been determined and therefore all excavations must be assessed accordingly.

All excavations will be inspected by a competent person prior to any works commencing and/or entry into the excavation.

Suitable and sufficient shoring/support systems and/or battering back will be used at all times where appropriate and in accordance with HSG185, with the required barriers and signage in place at all times to prevent unauthorised access and awareness.

Safe and secure access and egress will be available at all times, and on-going assessments will be made by a competent person.

3.23 EXISTING UNDERGROUND SERVICES



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Prior to any excavation works commencing, a full assessment of the working area will be carried out to establish the location of any existing underground services, including Trial Holes.

All relevant and up-to-date drawings and plans will be made available in advance of our works, and provided to the relevant competent person on site.

The work area will be scanned using cable avoidance equipment and techniques by a competent person and safe digging practices followed in accordance with HSG47.

All known existing underground services will be identified and marked clearly using marker spray. All operatives will be briefed on this mark-up and regular scans/checks will be repeated during breaking/digging out.

Mechanical plant and equipment will not be used within 500mm of any live services. Excavation by hand digging will be used until apparatus has been identified and live services will not be broken out of concrete unless the service has been isolated.

All existing services will be suitably and sufficiently supported during our works.

3.24 WORKING AROUND EXISTING OVERHEAD SERVICES

Prior to any works commencing, a full assessment of the working area will be carried out to establish the location of any existing over head services.

All relevant and up-to-date drawings and plans will be made available in advance of our works, and provided to the relevant competent person on site.

Over head protection in accordance with GS6 must be used when working within close proximity to over head services. The law requires that work may be carried out in close proximity to live overhead lines only when there is no alternative and only when the risks are acceptable and can be properly controlled. You should use the guidance to prepare a risk assessment that is specific to the site.

If this cannot be done and there remains a risk of contact or close approach to the wires, find out if the overhead line can be temporarily switched off while the work is being done. The owner of the line will need time to consider and act upon these types of requests and may levy a charge for any work done.

Where work has to be carried out close to or underneath overhead lines, eg road works, pipe laying and erection of structures, and there is no risk of accidental contact or safe clearance distances being breached, no further precautionary measures are required. However, your risk assessment must take into account any situations that could lead to danger from the overhead wires.



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3.25 ALCOHOL and PRESCRIBED SUBSTANCES

BJH Contracts UK Ltd have adopted a no alcohol/drugs policy.

Disciplinary action will be exercised if employees undertake work whilst under the influence of any alcohol or drugs. Consideration will be given of course where an operative needs to take prescribed medication which does not affect health and safety.

3.26 DISCIPLINARY PROCEDURES

As part of ensuring that employees adhere to the safety rules and procedures established by the Company, the established disciplinary procedure will apply to health and safety at work matters.

Any employee, irrespective of seniority, failing to follow established safety standards and procedures will be liable to disciplinary action. This will include formal verbal warning, written warning, and other appropriate disciplinary measures. Records will be kept of all disciplinary warnings and the Safety Adviser is responsible for ensuring the correct and consistent application of disciplinary procedures to safety matters.

3.27 MONITORING AND REVIEW OF COMPANY SAFETY POLICY

- 1 All employees will be expected to bring to the notice of their immediate Supervisor any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate. The suggestions will be passed to the Director with responsibility for Health and Safety for consideration.
- 2 The Safety Consultant will visit the Company sites and workshop when requested to do so and will report on any hazards, defects or breaches of Regulations observed during the visit.

A report of the inspection will be left on site and a copy of this report will be sent to the Director responsible for Health and Safety so that it can be established where the appropriate procedures in Company Policy have not been complied with or are deficient and action taken to ensure similar problems do not recur on Company sites.

- 3 At 6-monthly intervals, or other intervals as arranged, a meeting will be held between the Safety Consultant and senior management of this Organisation to discuss the performance in accident prevention, compliance with it Policy, to establish areas where improvements in procedure, training etc could be made and to review and, where necessary, revise the Policy for Health, Safety and Welfare and the control systems applicable.



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Additional Policy's

Smoking Policy

Purpose

This aim of this policy is to protect all employees, customers and visitors from exposure to second-hand smoke and to comply with current H&S legislation on Smoking.

Second-hand smoke has been scientifically proven to cause lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions.

This organisation acknowledges that breathing second-hand smoke poses a risk to health. The following policy has been agreed between BJH Contracts UK Ltd and its employees.

Policy

It is the policy of BJH Contracts UK Ltd that all of our workplaces and vehicles are smoke-free and all employees has a right to work in a smoke-free environment. The policy shall take immediate effect and be reviewed annually by The Directors.

Premises

Smoking is prohibited throughout the entire workplace with no exceptions. However an area has been provided externally of the building for those who wish to smoke. Receptacles will be provided for disposal of cigarette ends and other waste smoking materials.

Vehicles

All work vehicles will be smoke-free at all time.

Employer Duties

- To display No Smoking Signs as required by the legislation.
- To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.
- To investigate complaints regarding employees, customers and visitors smoking.
- To inform, consult and train employees on this policy.

Employee Duties

- To ensure that they or others do not interfere with no smoking signs.
- To comply with the Smoke-Free Policy.
- To ensure customers and visitors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.

Visitor / Customer Duties

- Customers are not permitted to smoke in smoke-free areas or vehicles.



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Help for those that smoke

This policy is not concerned with whether anyone smokes but where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the local NHS smokers helpline who can advise of local support services.

ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the company's disciplinary procedures. Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the organisation. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in smoke-free places or vehicles.

Signature:

S. Holleron

Print: Stacey Holleron

Date: 12.03.2020



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Equal Opportunities Policy

Statement of Intent

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

Main Principles

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

Signed:
Managing Director

Date: 12th March 2020