Health&SafetyPolicy

BPR Carpentry Limited
231 Vauxhall Bridge Road

SW1V 1AD

RegisteredCompanyNumber:11637307

Policy Date:
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1.0GeneralStatementofIntent

BPRCarpentry Limited is committed to ensuring the safety of its employees, customers, members of the public andanyoneelsewhoareaffectedbyouroperations.

ThecompanycommitstooperatinginaccordancewiththeHealthandSafetyatWork(etc)Act1974,The ManagementofHealth &Safety Regulations 1999 and allotherapplicable regulations and codes ofpractice,so faras is reasonably practicable.

The managementwillensure thatsignificantrisks are assessed and suitable and sufficientmeasures are adopted to alloweachemployee/contractor tocarry out his/her duties safely andwithout risk tohealth. Suitableequipment willbeprovidedandmaintainedinasafecondition,andsafesystemsofworkwill bedevised.

ThecompanyshallstrivetoachievecontinuousimprovementinHealth&Safetyperformance.

BPRCarpentry Limited Managementwillprovide allnecessary resources, including time to ensure thatallHealth and Safetymattersareadequatelyfunded.Thisincludes,training,personalprotectiveequipment,adequate equipment/tools,maintenanceforthisequipment,externaladvicewherenecessaryandanyotherresourcenecessary toensuretheHealthandSafetyofourstaff.

Each employee/contractor willbe made aware ofhis/her responsibility for his/her own health and safety and thatof others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health&Safety,ortoappointarepresentativetodoso.

Wherenecessarythecompanywillarrangeor providesuitabletrainingfor bothmanagement andoperatives, inparticularwhere newworkpracticesorequipmentare introduced.

Thecompanywillseekexternaladviceasnecessarytokeepitshealth&safetypolicy,workingpracticesand equipmentup to date and in accordance with currentlegislation.

Ultimate responsibility in allareas of safety rests with the Director. This duty is of no less importance than any of the responsibilities attached to thatposition.

Reviews ofHealth and Safety Policy willbe made annually no laterthan 1 yearafterthe date on this policy.The monitoring ofallissues relating to this policy is the responsibility ofthe Director.

Signed:

Brendan O' Regan

3rdFebruary2026

BrendanORegan
Director

BPRCarpentryLimited

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2.0Roles andResponsibilities

OrganisationandManagerialResponsibilities.

BPR CarpentryLimitedisownedandmanagedbyBrendanOReganwhoisdirectlyresponsibleforHealth and Safetymatterswithinthecompany. Theresponsiblepersonwillseekexternalassistancewherenecessarytoensurethatthe company meets both its statutory obligations and the objectives laid down in this Health &Safety Policy.

WeuseField Training Services Limitedto gainhelpandadvicewithHealth&safetymatterswhererequired.

Theorganisationof theworkforceis theresponsibility of BrendanO Regan, whoholds thepositionof Director and whoisresponsibleforensuringthatthecompany'sHealth&SafetyPolicyandassociatedproceduresare implementedbyallsiteoperatives.

Day-to-daymanagement of thecompany'soperationsistheresponsibilityof BrendanO Reganwhomaybesupported bysitemanagers,eachresponsibleforonesiteorcustomerpremises.Dependingonthesizeandnatureofthesite, the responsible person may be supported by one ormore supervisors responsible forthe directsupervision ofthe company operatives.

Employee/ContractorResponsibilities.

Eachandeveryemployee/contractor hasastatutorydutytotakereasonablecareinrelationtohis/her ownhealth&safety,and the health and safety ofany other person who may be affected by his/her acts or omissions.

Therefore,itshallbethedutyofallEmployees/Contractorswhilstatwork:

TotakereasonablecarefortheHealth&Safetyofthemselvesandothers,whomaybeaffectedbytheiractsor omissions at work

Toco-operatewiththeemployertoensurecompliancewithallthecompany Health&Safetypoliciesandprocedures

To refrain from intentionalor reckless interference with equipment and/or systems provided in the interest of Health,SafetyandtheEnvironment

Toco-operatewithmanagement whenrequiredonsuchthingsasaccident preventionandallprocedureswithregard toHealth,SafetyandtheEnvironmentassetoutintheHealth&SafetyatWorketc.Act1974andtheEnvironmental ProtectionAct1990andall associatedRegulationsandACOPs

Tomaintaingoodstandardsofhousekeepingonourpremisesandonclientpremises

Toreportanyaccidentorincidentincludingnear misses(whetherornotpersonalinjuryresults)totheoffice

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which theyhave notbeen authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought onto site or used without the priorknowledge and authority oftheirimmediate Supervisor

TouseandifapplicablewearanyitemofPersonalProtectiveEquipment.Itisarequirementoflawthatany equipment suppliedforsafetymust beused, andwhennot inuseit isproperlycleaned, storedandmaintained.

ToundergoanyHealth,Safety,Environmentalandoperationaltrainingdeemednecessarybythecompany

StaffConsultation.

If anemployee/contractor becomesawareof anypotentialbreachesof health&safetylaw, or unsafeworkingpracticeshe/shemustnotifytheDirector orSitemanager.

If anemployee/contractor feels that health&safety procedures may beimproved, for exampleby useof alternativeequipment,he/shewill beencouragedtodiscussanysuggestionswiththemanagement.

SpecificSafetyFunctionsandNamedResponsibilities.

Safety Function	PersonResponsible
AllAspectsofHealthandSafetyIncludingListedFunctions	BrendanORegan

3.0Arrangements

Thissectiondefinesourcompanyarrangementsandpoliciesfordealingwithouractivities.

3.1 AccidentReporting&Investigation

It is thepolicy of BPRCarpentry Limitedthat all accidents, incidents andnear misses arereportedtothesiteandrecordedintothecompany'saccidentrecordbookwhichiskeptonlineinourSafety-FirstPackage.

Themainobjectiveof accident, incidents, and near misses reportingandinvestigationis toreduceincidents andpreventfuture accidents.

It willbetheresponsibilityof theDirector or hisnominatedrepresentativetonotifytheHealth&SafetyExecutiveofany accidentor occurrence for which notification is required by the Reporting ofInjuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any accidentresulting in more than minorinjuries orincidentwhich mighthave resulted in serious injury willbe investigatedbytheDIRECTOR orhisnominatedrepresentative. Dependinguponthecircumstancesof theaccident, theDIRECTOR orhisnominatedrepresentativemayseektheassistanceofanexternalHealth&SafetyAdvisor,bothinthe investigation and the formulation of preventative procedures to avoid repetition.

Astudyofthecircumstanceswillhelptoreduceorremovethecauses.

- **When the reports are examined overa period oftime,itcan be seen whetherpreventative measures have been effectiveinreducingaccidents.**
- **Iftheseobjectivesaretobeattained,investigationandreportingmustbeaccurate,completeandconsistent.**
- **Allaccidentsandincidentsresultingininjurytoemployeesand/ortoanyotherpersonsornearmissesonthe premisesor sitesthat BPRCarpentryLimitedemployeesareworkingonmust bereportedimmediatelytoBPR CarpentryLimitedsiteforemanandorto the site DutyholderorPCand be recorded in the companyAccident bookandreportingsystems.**
- **Wherethereismorethanoneperson injuredin the accident,a separatepage should be usedforeach person.**
- **Allrelevantquestionsmustbecompletedforeveryaccidentresultinginpersonalinjury.**
- **CareshouldbetakenIto completetheAccidentReportFormandtheBPRCarpentryLimitedSupervisor whereverpossibleshouldensurethattheinjuredpersonreadstheentriesrecordedonhisbehalf.**
- **Careshouldalsobetakenwhenstatingthenatureoftheinjury.Unlessamedicalcertificatehasbeensubmitted.**

3.2 AlcoholandControlledDrugs

Itis categorically forbiddenforemployees toentersites orplaces ofwork,todriveavehicle,useoroperateplantand equipment,ortoassistorsuperviseinits use,whetheronoroffcompany business,inanunfitstateduetothe influenceofalcoholorillegaldrugsandothersubstances,suchasglue.Disciplinaryactionwillbetakenifyouare caughtinthepossessionofillegaldrugsonCompanyorClientpropertyorinCompanyvehicles.Employeestaking medicines or prescribed drugs under the direction of their G.P, Dentist, or HospitalDoctor that may affect their ability to carry outtheir work duties haveaduty ofcareresponsibility andmustnotify their immediateManager.

Asbestos

Asbestos is recognisedas beinganextremely hazardous substanceandas suchmust betreatedwiththeutmostcare.Whenworking on site staffand contractorswillassume anysuspiciousmaterialisasbestosand stop work unlessthereisconclusiveevidencetothecontrary.

No disturbance such as drilling, breaking or cutting etc. shallbe carried out to any materialsuspected of containingasbestos fibres.Any suspicious materialshallbe reported to the site or building manager immediately.

AManagementSurveyshouldalwaysbemadeavailable.Itspurposeistolocate,asfarasreasonablypracticable, thepresenceandextentofanysuspectedAsbestosContainingMaterials(ACMs)inthebuildingwhichcouldbe damagedor disturbedduringnormaloccupancy, includingforeseeablemaintenanceandinstallation, andtoassesstheircondition priorto startingwork.

Refurbishment anddemolitionsurveysshouldbemadeavailablewhererefurbishment workor other workinvolvingdisturbingthefabricofthebuildingiscarriedout.

BPRCarpentry Limited policy is thatwe willnotgenerally work on asbestos products.Under limited circumstances andwhenauthorised,BPRCarpentryLimitedemployees,withanappropriatecurrenttrainingcertificate,willbe allowedtoworkonnon-licensedasbestosproductsasprescribedbytheHSE. Thistypeof workwillberiskassessedseparatelyfromothertasks.Notifiablenon-licensedwork(NNLW)mustbenotifiedtotheHSEbeforecommencement ofwork.AcopyoftheRAMSmustbesignedbyallemployeeswhenworkingwithasbestos.BPRCarpentryLimited willrecordallprojectsinvolvingNNLWandkeeprecordsof employeehealthchecksfor thoseworkingonNNLW, thismustbecarriedoutpriortothestartofworkandrenewedona3-yearcycle.

3.3 CDMRegulations

BPRCarpentryLimitedrecognisestherequirementsof theseregulationsandmakeseveryendeavour

tocomply.Theregulationscall for:

Competenceofall-Apersonmustbecapableofcarryingoutduties placedonhim/herandmustonly accept knowing theyare competentto carryoutthe task.

Nopersonmayarrangeforapersontocarryoutworkunlessheiseither:-

- Competent
- Undersupervisionofacompetentperson

Thebusinessselectspersonnelbasedonabilityandwherepossibleseeksdemonstrationbycertification. Atrainingplanismaintained,andpersonnelareencouragedtotakeonadditionaltraininginorder toimproveskills. Additionalin-house training refreshersessions are provided in orderto keep personnelup to date with currentregulations.

Co-operationofemployees,contractorsandothers

Everypersoninvolvedinworksmust seektheco-operationof anyother personconcernedat thesameor adjoiningsitesofarasnecessaryinordertoensureall maycarryoutworkssafely.

Similarly,hemustco-operatetoensureothersmaycontinuewiththeirworksafely.

Allpeopleinvolvedmustreportanythingwhichislikelytoendangerthehealthorsafetyofhimselforothers.

Supervisorshavebeenappointedinorder toensureworkismanagedsuchthat it maycontinuesafelywheremultipletrades oractivities may be ongoing simultaneously.Liaison with others allows arrangements to be made thatenable all to continue.

Co-ordinationofactivities

Allpersonsmustco-ordinate their activities with one another in a manner that,so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work willremainsafefromharmatalltimes.

It is recognised that allworks may not be able to continue at the same time, therefore Supervisors willdiscuss andplansuchthattheprojectmayprogresssafely.

Preventionofaccidents

Everypersonmust ensuregeneralprinciplesof preventionareapplied, sofar asisreasonablypracticable, toensurethesafetyofallandworkduringallstagesofaproject.

This is a priority in allactivities, and the business ensures that method statements and risk assessments are producedidentifying arrangements forsafe working.Allpersonnelare briefed on these to ensure they understand these arrangementsandtherisksthatmaybeencounteredbynotfollowingprocedures.

Duties ofContractors

AllContractors andPrincipalContractors havespecific duties placeduponthem under theseregulations andallmustbeawareandendeavourtocomply.

TheregulationsspelloutthesерequirementsforbothContractorsandPrincipalContractors

Thebusinessisfully aware and endeavoursto comply,so farasisreasonablypracticable.Allpersonnelhave been madeawareofthesedutiesthroughin-housetraining

TheCDMRegulationsapplytomostcommonbuilding,civilengineeringandengineeringconstructionwork.

Asof 6thApril2015, domesticprojectsarealsoincluded. TheappointedPrincipalDesigner willberesponsibleforcarryingouttheCDMdutiesandensuringthecompletionoftheProjectHealth&SafetyFile.Onsmallerprojects wherenoPDisappointed,thisrolewillbetheresponsibilityoftheContractorwhenappointedbytheclient

HSEmust benotifiedof thesiteif theconstructionwork is expectedtoeither: last longer than30days; havemorethan 20workerssimultaneouslyinvolvedorexceeds500persondaysofconstructionwork.

Inthecaseof adomesticproject, asabove, if usingmorethan1contractor ahealthandsafetyfilemust beproduced.Inanycase,theContractormustproduceaConstructionPhasePlansuitableforaDomesticProject.

If a Project fits into CDM by any of the above factors, then HSEshould be notified on-line before construction workstarts using formF10.

3.4 COSHHAssessments

Forallmaterialsorsubstancesutilisedwhichmaybehazardoustohealth,aformal COSHH Assessmentwill be carried outby the DIRECTOR orhis nominated representative.Aregisterofhazardous substances shallbe keptatthe head office along with allrelevantSafety Data Sheets.Acopy ofrelevantCOSHHAssessment(s)willbe communicated to theoperative(s)providing instructionforsafe use.

3.5 Communicationwithworkers

The company uses a variety of methods to communicate information with employees and subcontractors. Amonthlyinformalmeeting is held to discuss any issue, including safety. We willalso pass on information to employees with payslipsasrequired.A noticeboardintheheadofficeisalsokeptuptodate.

Communicationwithemployees whosefirst languageis not Englishwillbecarriedout usingoneor moreof thefollowing methods.

- Ensureadequatetimetoconsultwithemployeeswherelanguageand/orliteracymaybeissuessotheycan absorbtheinformationandrespondtoyou.
- Useaninterpreter;thismaybeatrainedworkcolleague.
- Get information translated and check that this has been done clearly and accurately by testing it with nativespeakers.
- Usepictorialinformationandinternationallyunderstoodpictorialsignswhereappropriate
- WhereinformationhastobeinEnglish, useclear andsimplematerials, andallowmoretimetocommunicateissues.

3.6 ContractorsandSub-Contractors

Allcontractorsandsub-contractorswhoareworkingforthecompanywillcomplywiththecompanies

1. Health&SafetyPolicy.
2. Emergencyprocedures.
3. Hazard/accidentreportingprocedures.

AllaccidentsandnearmissesneedtobereportedandrecordedintheAccidentBooklocatedinmainoffice. The

company's health and safety policy can be found on company noticeboards which are situated in the

office.Allcontractorsmustcompletethecontractor’scompetenceformbeforecommencingwork.

TheDIRECTOR orhisnominatedrepresentativeisresponsibleforassessingandcontrollingcontractorsandsubcontractorsworkingfororonbehalf ofBPRCarpentryLimited.

3.7 DisplayScreenEquipment(DSE)

Working with Display Screen Equipmentis recognised as being a majorcause ofinjury and illhealth.BPRCarpentry Limitedwillcarry outrisk assessments and provide information,instruction and training to its entire DSEuserstaff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or illhealth suspectedofbeingcausedbyDSEworktothepersonresponsibleforHealth&Safetyattheirearliestconvenience.

3.8 ElectricityatWork

Allwork associated with an electricalsystem shallbe undertaken in strict compliance with the Electricity at WorkRegulations.

Only competent and qualified electricians are permitted to work on electricalequipment and systems includingchangingof fuses, carryingout repairsormaintenanceof electricalequipment andinstallationof accessories.

APermit to Work willbe required when live working or testing and must only be carried out by competent and trainedpersons.Loneworkingisnotallowedwhenliveworktakesplace.

3.9 Environmental Protection

BPRCarpentryLimitedhasapolicytocomplywiththeEnvironmentalProtectionAct1990,otherassociatedstatutory legislationandApprovedCodesofPractice(ACOP).Thisappliestoallthosewhoareemployedwithinthecompany orwhoareprotectedby itsundertakings.Employeesare asked to co-operate in the operation ofthispolicyand make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy andcomplyingwiththecontrolmeasuresinplace.Thismayincludecompliancewiththerequirementsofa SiteWaste ManagementPlanwhererelevant.ThepolicyisondisplayontheCompanyMainH&Snoticeboardandisalso availabletointerestedpartiesonrequest.

3.10 EnvironmentalWasteManagement&PollutionControl

BPRCarpentryLimitedrecognisestheimportanceof meetingtheir legalrequirementsandtomanageitswaste responsibly,reducethevolumeofwastesenttolandfillandmaximisereuseandrecyclingwherepossible
Waste is unwanted materials, substances, equipment arising from commercialor industrialactivities and includesBuildinganddemolitionmaterials; Substances/chemicals (toxic or otherwise); Discardedor brokenutensils or equipment;Contaminatedsoil,materials,plantetc.

BPRCarpentryLimitedmanagementshallidentifypotentialwastedisposalrequirementsofaprojectandmake adequateprovisiontoensureitssuitablymanageddisposalinaccordancewithTheControlledWasteRegulations1992.

Managementshalldeterminethenatureofthewastefordisposalandshallensurethatsuitableassessmentis undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed. Whereundertakingremovalofwastematerialsorproducts,managementshallensurethattheyareregisteredasa carrierinaccordancewiththeControlledWaste(TheControlledWaste(RegistrationofCarriersandSeizureof Vehicles)(Amendment)Regulations 1998)Where contractcarriers,are to be engaged to remove the waste, management shallconfirm those appointed are suitably registered to undertake the business and shallconfirm theproposedmethodandlocationofdisposal.

BPRCarpentryLimited shall:

- Ensurethat wastemanagement isperformedinaccordancewithallwastelegislativerequirements, includingthe duty ofcare,and to plan for future legislative changes and to mitigate their effects.
- Minimisewastegenerationat sourceandfacilitaterepair, reuseandrecyclingover thedisposalof wastes,whereitiscosteffective.
- Tocoordinateeachactivitywithinthewastemanagementchain.
- Promoteenvironmentalawarenessinordertoincreaseandencouragewasteminimisation,reuseandrecycling.
- Ensurethesafehandlingandstorageofwasteonsite
- Provideappropriatetrainingforstaffonwastemanagementissues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

3.11 EquipmentInspections&Records

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediatelyreportanydefect,orsuspecteddefecttoMD/SiteManager.TheManagerwillcarryout6monthlyinspectionsofall companyequipment, ladders, PPE, tools, etc. andwillkeeparecordof suchinspections. For thepurposesof recordkeeping,each itemofequipmentshallhave its own unique reference,which shallbe clearly marked on it.Markings mustbe maintained so thatthey are clearly discernible atall times.

Whereaninspectionrevealsadefect,itwill betheresponsibilityoftheDirector/SiteManagertoensurethatthe equipment isnot useduntilsuchtimeasasuitablerepair hasbeeneffected. If theequipment isbeyondrepair it mustbediscardedwhetherornotasuitablereplacementis available,andany work relyingontheuseofsuchequipment mustbesuspendeduntilasuitablereplacementisavailable.

3.12 ExternalHealthandSafetyConsultants

BPRCarpentryLimiteduseHSDirectLtdwhowillprovide:

Adviceofanynewsafetylegislationorchangesinexistinglegislation.

Provide generalassistance to BPRCarpentry Limited to aid in the fulfillment of its obligations and duties as set out instatutes.

Assist, where required or requested, with the initialimplementation of the changes required by changes in safetylegislation.

It istheresponsibilityof BPRCarpentryLimitedtoensurethat thesafetyconsultantsarenotifiedwhenever assistance or support is needed.

3.13 Fatigue

BPRCarpentry Limited has legalduties to assess risks associated with shift work. It aims to improve understanding ofshift work and its impact on health and safety by providing advice on risk assessment, design of shift-work schedulesandtheshift-workenvironment;suggestingmeasuresthatemployers,safetyrepresentatives,andemployeescanuse toreducethenegativeimpactofshiftwork;andreducingtiredness,poorperformanceandaccidents by enabling employerstocontrol,manageandmonitortherisksofshiftwork.HSEGuidancedocumentHSG256willbeusedto maketherelevantassessmentsbasedontheindividual.

Fatigueisthedeclineinmentaland/or physicalperformancethat resultsfrom prolongedexertion, lackof qualitysleepordisruption ofthe internalbody clock.The degree to which a workeris prone to fatigue is also related to workload.
For example, work that requires constant attentionis machinepaced, complex or monotonous willincreasetherisk offatigue.

Driving to and from work can be risky, particularly after a long shift, a night shift or before an early start. The following strategiesmaymakedrivingsafer:

Consider using public transport or taxis rather than driving; exercise briefly before your journey; share the driving if possible; drive carefully and defensively; try not to hurry; stop if you feel sleepy and take a short nap if it is safe to do so;makeoccasionaluseofcaffeineorenergydrinks.

3.14 FireSafety

Intheeventofafire in BPRCarpentry Limited premises the DIRECTOR is the Responsible Person (RP)alternatively in their absence their nominated representative willtake charge, in their absence the most senior person on site willassumethe responsibility

OnaclientssitewhereBPRCarpentryLimitedareresponsibleforthesite,itistheresponsibilityBPRCarpentry LimitedRPor their nominatedrepresentativeonsitetoensurethat allfiresafety procedures areimplementedinclientbuildingsandonclientsitesandarecommunicatedtostaff.

WhereahotworkpermitisraisedallBPRCarpentryLimitedsiteoperativesare expectedtoadheretoits requirements.

Firerisk assessments willbecarriedout inallareas occupiedby theorganisation, therisk assessments willconsidersources ofignition,sources offueland any extra sources ofoxygen over and above whatis presentin the air.The assessmentwillevaluatetheriskofafirestartingandtheeffectofthefireonpeople.Theassessmentwillindicatecontrol measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevantpeople togetherwith the necessary instruction and training.

MeansofEscape
Intheeventoffireoccurring,itisvitalthatstaffandotherpeopleareabletoevacuatethepremises.

Allexistingdoors throughwhichapersonmay havetopass toget out of thepremises must becapableof beingeasily andimmediately openedfromtheinside.Staffwillnotblock orotherwiseobstructexits providedforemergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internaland finalexits) sufficient to alloweasyaccessbythenumber of peoplelikelytousethoseroutes, (750mm minimum) andemployeesmust observeanylinemarkerstoindicateareaswhichmustbekeptclear.

Stairways in buildings must be free from any risk of fire or spread of fire eg unauthorised portable heater, combustible material etc.

Under
nocircumstancesshouldfiredoorsbewedgedopenunlesstheyareretainedbyautomaticmagneticreleasesystemsorsimilarwhic hareconnectedtothefirealarmsystem.

3.15 FirstAidArrangements

TheDIRECTOR orhisnominatedrepresentativewillensurethatasaminimumtheorganisationhasanAppointedPersonfor first aid. The appointed person willbe responsible for maintaining the first aid kit and taking charge after an accident,this includes calling fora person qualified in firstaid orambulance ifnecessary.Where visits are carried outto other premises, thepersonresponsiblefor Health&Safety willascertainthefirst aidprocedures tobefollowed, anddetailswillbe provided to allorganisation employees/contractors required to work in oron such premises.
BPRCarpentryLimitedfirstaidnameswillbedisplayedontheofficenoticeboard.

3.16 Guidance

Thecompanycommitstooperating to the veryhigheststandardsofHealth Safetyand Qualityand willtherefore carry out itsoperationsinaccordancewithbest
practiceasadvisedbytheHealth&SafetyExecutiveandalsovarioustradebodiesandassociations.Thisbestpracticewill bereviewedonanannual basisandadoptedannuallyorifevidencethat significant improvementscanbemadethen we willadopt thesesooner. Guidancedocumentsarekept at
headofficeandwillbemadeavailabletostaffandotherinterestedparties.

3.17 HandArmVibrationSyndrome(HAV)

Anyone who regularly and frequently is exposed to high levels ofvibration can suffer permanentinjury.The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the morecommon forms ofHAV.

The company willensure that staff are not subjected to excessive vibration through power tools etc., the company willendeavorto source lowvibration tools and limitexposure to such tools the company willalso provide adequate informationinstructionandtrainingtoitsstaffandcontractorsontherisksofHAV.

3.18 Health&Safety Records
Allrecordswillbekeptbythe Director,inwrittenformindicatedinthevariousappendices.Suchrecordswillinclude:

- EquipmentInspections
- COSHHAssessments
- GenericRiskAssessments
- StaffTrainingandInductionRecords

In addition to the above generalrecords, the following contract specific records willbe maintained for each majorcontract.

- ContractStart-upinformation

- SpecificRiskassessment
- MethodStatementsandSafesystemsofwork.
- AccidentRecordBook

3.19 Health&Safety Training

BPRCarpentryLimitedwillprovidetrainingandrefresher trainingasisnecessarytoensure, sofar asisreasonablypracticable, the health and safety of allstaff.During staff induction and upon any job transfer, safety training willbe providedtoensurethatthestaffaretrainedinHealth&Safetymatterstoalevelappropriatetotheirresponsibilities.

InductionTraining

Everynewemployeewillreceiveasafetyinductionondayoneof his/her employment. Thetrainingwillconsist of fire safety,arrangementsforfirstaid,manualhandling,anddisplayscreenequipmentuse(wherenecessary), environmentalandgeneralsafety. Newemployeeswillalsobegiveninstructionandsafetytrainingontheequipment they willbe required to use whilst discharging their duties. Atraining record willbe kept and maintained in our onlinesystem.Copiesoftrainingrecordsareavailableforclientsuponrequest.

3.20 HealthSurveillance

AllemployeesofBPRCarpentryLimitedareencouragedtocarryoutandrecordweeklypersonalhealthchecks.Any problemsreportedwillbedealtwithinapersonal andconfidential mannerbyseniormanagement.ShouldBPR CarpentryLimitedhaveanyconcernsregardingthewellbeingofanyemployeetheymayrequestareferraltoa professionaloccupationalhealth providerand oron requestofan employee in matters relating to work related ill healthissuesBPRCarpentryLimitedwillpayforconductingrelevantmedicalsurveillancewereappropriate.

3.21 LoneWorking

Where work is carried out on the customer's premises, the DIRECTOR or his nominated representative willascertain theprocedurestobefollowedincaseofemergency,e.g.loneworkerinjuryetc.anddetailswillbeprovidedtoall company employees/contractors required to work in or on such premises.

3.22 MachineryMaintenance

Allmachines includingpower tools, jet washequipment, saws, drills etc shallbesubject toregular inspectionby thecontract managers, who willwithdrawdamaged or unsuitable equipment from service immediately. Allmachinery shallalsobesubject tomaintenanceandserviceasperthemanufacturersinstructionandmaintenancescheduleOR atleastannuallyandrecordsheld.

3.23 MachineryOperation

Allemployees/contractors whoarerequiredtooperatemachinery or plant willhavetheappropriatetrainingandbeassessedtodeterminecompetency.Whererequired,theindividualwillholdacurrentlic ensetooperatesuch machinery or plant. It is company policy to take severe disciplinary action against any person found to be operatingmachinerywithoutthenecessarycompetence.

3.24 ManualHandlingAssessments

The DIRECTOR orhis nominated representative willcarry outspecific manualhandling assessments forany necessary operationwhichhasbeenhighlightedasrequiringadetailedassessment bythegeneralriskassessment. Wherepractical,manualhandling should be avoided by utilising mechanicalmeans to minimise the risks arising from manual handling.

Manualhandlingassessmentswillconsider theloadtobehandled, e.g. tools, equipment, materialsetc. Itssizeandweight,theindividual,thetaskandtheenvironmentinwhichthetasktakesplace.Theassessment willalsoconsider thepossibilityof kineticliftingtechniquestoassist themovement of anobject andto minimise the risksarising frommanual handling.

3.25 MethodStatements(SafeOperating Procedures)

Work Instructions (Method Statements)willbe developed forallthe companies operations,information fromthe risk assessmentswillbe used to formulate these documentswhich willbe used in training and given to membersofstaff, theworkinstructionswillbereviewedandupdatedeither periodicallyor whensomethingsignificant changes. Methodstatements are written using ouronline systemand are made available to customers priorto work commencing.

3.26 Noise

Regularexposureto highnoise levels can cause deafness and tinnitus.Noiseassessments willbe carried outwhenever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives likelytobeaffected.Informationandadvicetousehearingprotectionwillbeissued.

Where noise levels are at85db (a)orabove,where possible,the company willtake measures to reduce the exposure ofnoisetoitsemployeesbymeansotherthanhearingprotection.Thewearingofsuitablehearingprotectionshall also be enforced.

3.27 PATTesting

Allportableelectricalappliances willbetestedinaccordancewiththeregulations, at therecommendedintervals, 'as maybenecessarytopreventdanger'.Itwillbetheresponsibilityofthesitemanagertoensurethatallequipment providedissuitableforthetask,includinganyprovidedbyaCustomer.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediatelyreportanydefect,orsuspecteddefecttoDirector/SiteManager.

3.28 PersonalProtectiveEquipment

TheneedforPersonalProtectiveEquipmentwillbedeterminedthroughriskassessmentandwillbeprovidedbyBPR CarpentryLimitedfreeofcharge.TherelevantPPEmustbewornatalltimeswhilstcarryingoutworkandin compliancewithanymandatoryrequirementsofspecificsites.DetailsofthecorrectPPEwillbemadeavailableto employeeswithintheriskassessmentsandmethodstatementsrelevanttotheworks.Noemployee/contractorwillbe permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipmentcorrectly and withoutrisks to safety and health.Itwillbe the responsibility ofeach contract managerandhissiteforemantomonitorthewearingofPPEonsitesundertheircontrol.Personsfoundtobe persistentlybreachingPPEruleswillbesubjecttodisciplinaryprocedureswhichmayincludeejectionfromsite.

3.29 PurchasePolicy

The Health and Safety atWork Act1974 imposes duties upon BPRCarpentry Limited and those providing goods and servicestothecompany. Health&Safetylegislationaffectspurchasingdecisionsincludingtheuseof sub-contractorsor out-sourced activities. This also includes the purchase of newor hired equipment, maintenance services and goods;butis notlimitedtosuchlegislationas TheSupply ofMachinery (Safety) Regulations (amendedin2011),The ProvisionandUseofWorkEquipmentRegulations(PUWER)1998andTheControlofSubstancesHazardousto Health Regulations.When purchasing orhiring machinery/equipmentBPRCarpentry Limited willmake sure ithas all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance.Allsuppliersofserviceswillbecompetentandtrained.Allusersoftheequipmentwillreceivesuitable trainingandinstructionbeforebeingallowedtouseequipment.Theequipmentmustbesafe,meetall relevantUK andEU supplyDirectivesandbeCE marked;itwill bemaintainedinlinewithcurrentlegal requirements,and manufactures/suppliers guidance orACOPS ruling atthe time ofuse.

3.30 Risk Assessments

TheDIRECTOR orhisnominatedrepresentativewillprepareagenericriskassessmentcoveringthecommonrisks encountered in the company's normalbusiness. If necessary, externalassistance willbe sought to carry out thegeneric risk assessments.The significantfindings ofthe risk assessments willbe relayed to allstaff.

The DIRECTOR orhis nominated representative willcarry outsite specific risk assessmentsfornewsite works which the company's employees/contractors are obliged to work.Such assessments willconsider the health and safety of employees/contractorsandthepubliconsite. Inparticular thecompanyisawareof thenumber of

seriousinjuriesfromtheincidenceof Slips, TripsandFalls. TheDIRECTOR thereforewillpayparticular attentiontoeliminatingthesehazardsfromeach site.

AllRiskAssessmentswillbeproducedusingour onlinemanagement system andaremadeavailabletoallclientsupon request.Employees should have a copy ofrisk assessments for the work they carry out.

3.31 SafetyAuditsandMonitoring

AtregularintervalstheDIRECTOR orhisnominatedrepresentativewillcarryoutahealth&safetyaudit.Theauditwill consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at theoutset, and willidentify any corrective action required. Where the DIRECTOR considers it necessary in order to maintain thedesired levelofhealth &safety,they may seek the assistance ofan externalHealth &Safety Advisorin carrying outauditsandidentifyingcorrectiveactions.

3.32 SeriousorImminentDanger

TheseproceduresareinlinewithRegulation8oftheManagementofHealth&SafetyatWorkRegulations1999.

It is a policy of the company that no employee or sub-contractor willbe made to work in dangerous conditions withoutdueregardtohealthandsafetyandall employeesshouldbeawarethattherearеregulationsandprocedures regardingseriousorimminentdanger.

Managers, supervisorsandemployeesareremindedthat theymust not under anycircumstancesundertakeworkorinstructothers toundertakework wherethereis arisk ofimminentdangerwithoutadequatecontrol,safety procedures, training and personalprotective equipment being in place to minimise that risk.

BPRCarpentryLimitedauthorisesanyemployeeto removehimself/herselftoarelativeplace ofsafetywhen he/she hasreason to believe he/she is atserious risk orin imminentdanger.Work willnotresume in thatarea untilthe risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for furtherguidance,forexample,inafire.Employeesmust,onarrivalatnewsites,makethemselvesfamiliarwiththe emergency procedures,escape routes and location offirefighting equipmentetc. priorto starting work.

Undernocircumstanceswillworkactivitiestakeprioryoversafetyconsiderations.

3.33 Transport&CompanyVehicleSafety

It is the policy of BPR Carpentry Limited to only employ drivers who are competent.

Driverapprovalandcompetence

Apersonmayonlyoperatecompanyvehiclesifheorshe.

1. Hasheld afullUKlicenseforaminimumof2years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecutionpending
3. Holdsthecorrectlicenseforthetypeofvehiclebeingoperated

Drivers mustinformthecompany ofany circumstances thatmay leadadrivertobeingunfitfordrivingduties. Drivers

must inform the office immediately they become aware of any pending prosecution for any driving

offence.Alldriverswillbeaskedtopresenttheirlicensestotheofficethesewillbephotocopiedandreturned.

3.34 Welfare

In mostcases company employees/contractors willbe able to use toilet/washing facilities within the customer's premises. It willbe the responsibility of the Site Manager to ascertain if this is possible prior to commencement of acontract. Where it is not possible, it willbe the responsibility of the Site Manager to establish the location of

suitabletemporaryorpublicfacilities.

Whereworkiscarriedoutinpeople'shomes,wewillmakeaverbalrequesttousetheirwashingfacilitiesifrequired.

3.35 WorkingatHeight

It isthepolicyof thecompanytocomplywiththeWorkat Height Regulations2005. Workat height willbeavoidedwherever possible, wherework at height cannot beavoided; thesiteforemanis responsiblefor carryingout arisk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measurestopreventfallsareimplemented.

Onlytrainedandcompetentstaffwillbeallowedtoworkatheightandapprenticeswillbecloselysupervised.

Wheretheriskofafallcannotbeeliminatedtheforemanwillputinplacemeasuresandequipmenttominimisethe distanceandconsequencesofafallshouldoneoccur.

3.36 WorkplaceOccupationalHealth

It is our policy to provide, so far as is reasonably practicable, a healthy working environment for allof our employees.Thismeansthatwewilltakestepstomonitorandpreventtheoccurrenceofanywork-relateddisease.Wewillalso take steps to provide working conditions which are notonly healthy and comfortable,butwhich willencourage optimumperformancefromstaff.

Anyhealthriskswillbemanagedbycarryingoutariskassessmenttoseewhat,ifanyactionisrequired.Shoulda sufficientriskbeidentified,anyemployeesaffectedwillbeadvisedofthemeasuresthatwillbetakeninorderto safeguard their health. If this involves any further training, or instructionsin how to wear or maintain personal protective equipment,thiswillbearranged.

Working with Display Screen Equipmentis recognised as being a majorcause ofinjury and illhealth.BPRCarpentry Limitedwillcarry outrisk assessments and provide information,instruction and training to its entire DSEuserstaff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or illhealth suspectedofbeingcausedbyDSEworktothepersonresponsibleforHealth&Safetyattheirearliestconvenience.

We recognise the importance ofhaving a workforce which is able to carry outthe work which we require.This is important for employees'ownhealthandsafety, aswellastheir colleagues. For thisreason, weretaintheright torequireanyemployeeworkinginasafety-critical roletocompleteahealthquestionnaire.

Should a problemarise which needs furtherclarification,we also retain the rightto make a referralto an independent medicaladvisorofourchoice.Where this becomes necessary,the rightofan employee to access any medicalreport isprotected. Thisandanyrelatedinformationwillalsobekept inaccordancewiththerequirementsof thecurrent Data Protection regulations atall times.

Should an employee have any occupationalhealth-related concerns,please raise themwith the Managing Director in the firstinstance.Itwillbe dealtwith promptly and where necessary,advice willbe given on any further action required.

Allemployees willattend a Back to Work interviewafter a period of absence from work due to illness. This is toascertain whethercurrentwork practices have contributed to an employee's illness,and to see ifergonomical changes are required.

3.37 YoungWorkers

RiskAssessmentsmustbecarriedoutincompliance with The ManagementofHealth &SafetyatWorkRegulations 1999 and the Health & Safety(Young Persons)Regulations1997 In line with the Health & Safety(Young Persons) Regulations1997,youngpersonsaredefinedasfull orpart-timeemployeesundertheageof18years.This includesyoungpeopleon work experience, workingwithinthefirm.

TherearealsospecialprovisionsforyoungpeopleintheWorkingTimeRegulations1998concerninglimitsof hours ofwork,restfromworkandannualholidays.ThereareparticulardefinitionsofpeoplebyageinHealth&SafetyLaw: Ayoungpersonisanyoneunder18yearsofage

Youngworkersareseenasbeingparticularlyat riskbecauseof their possiblelackof awarenessof existingorpotentialrisks,immaturityandinexperience.Theresponsiblepersonwilltherefore:

- Assessriskstoyoungworkers

- **Takeintoaccounttheirinexperience,lackofawarenessandimmaturity**
- **Prohibitcertainactivitieswherehigherrisksareidentified**
- **Notallowingtheyoungpersontooperateanymachineryorequipmentwithoutpropersupervisionandtraining**
- **Providetrainingtoensurecompetencebeforeallowinganyunsupervisedactivitytobeundertaken**
- **Providesuitablesupervisionatalltimes**
- **Notemployinganypersonundertheageof14yearsforanypaid ornon-paidemployment.**