

BHR Health and Safety Policy

1. Statement of Intent

BHR Group recognises that it has responsibilities both for the health and safety of our workforce whilst at work and for others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends to meet its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction and training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and are also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

2. Objectives

The overall objective of the BHR Health and Safety Policy and management system is to minimise the frequency and severity of accidents and incidents causing damage, injury or ill health.

To monitor the effectiveness of the health and safety management system, specific objectives will be set annually as part of the ISO Objectives and KPIs of the integrated management system. These objectives will be SMART (Specific, Measurable, Achievable, Realistic, Time bound). Progress towards these objectives will be monitored during management review and health and safety committee meetings.

3. Organisation (roles and responsibilities)

The following staff have specific roles and responsibilities as part of the BHR Health and Safety Management System. The names of the specific staff members who currently occupy these roles are given in Appendix A.

Managing Director:

The managing director has overall responsibility for occupational health and safety at BHR and for the implementation of the Health and Safety policy and management systems. Although specific responsibilities are delegated to other roles, the managing director has overall accountability.

Health and Safety Chairman:

- Prepare Health & Safety policy and update in line with changing business and legislative requirements.
- Organise Health & Safety committee and committee meetings.
- Attend external Health & Safety Organisation meetings, committee etc.
- Arrange, in consultation with H&SO internal/external training courses.
- Arrange quarterly safety audits of premises and work areas.
- Ensure Fire Procedure is followed if an incident occurs.
- Ensure that appropriate First Aid provision is available in the company.
- Approve safety procedures for potentially hazardous facilities which may have impact beyond the immediate vicinity of that facility.
- Ensure health and safety policy and procedures are reviewed regularly (at least annually).

- Reporting progress against health and safety objectives in management review meetings.
- Liaise with external organisations on safety matters, including Fire Safety Officer, CU Fire Service and other tenants in the offices and laboratories.

Health & Safety Officer (H&SO):

- Ensure, on a day-to-day basis, that BHR Group provides a safe and healthy environment for its staff and visitors.
- Continually monitor and ensure the correct use of PPE by staff.
- Continually monitor and ensure the use of the correct equipment and/or safe working practices.
- Maintain awareness of upcoming changes to Health & Safety legislation, alerting the Board and/or Health and Safety Committee appropriately.
- Conduct & record audits of premises, work areas, test rigs, models, hazardous materials.
- Review COSSH assessments and authorise the use of the materials concerned.
- Carry out and review risk assessments for all work/tasks undertaken as part of BHR Group operations
- Maintain the Hazard Type and Legal and Other Aspects Register.
- Maintain a record of, and control the use of, compressed gas cylinders.
- Investigate recorded accidents/dangerous occurrences/infectious diseases.
- Health and safety induction of new staff and refresher training of existing staff.
- Provide input to and monitor health and safety training and competence.
- Undertake Fire Risk Assessments and ensure that all fire related procedures, drills and equipment are functional and/or correctly tested and certified.
- Where called upon, complete Client 'Health and Safety Questionnaires' and provide specific, H&S support to bids/tenders/projects.
- Liaise with and report to Health & Safety Chairman and Committee.
- Assist in the preparation of Health & Safety Policy.
- Prepare Health & Safety Procedures.
- Maintain Health & Safety documentation and records, including a record of any H&S or Environmental incidents or 'near misses'.
- Complete RIDDOR reports and maintain a file of the same.
- Ensure appropriate maintenance of fire safety equipment, breathing apparatus.
- Such other tasks as may from time to time be assigned by the Chairman of the H&S Committee or the Managing Director of BHR Group.

The H&SO shall hold the qualification of the NEBOSH General Certificate in Occupational Health and Safety.

Deputy Health & Safety Officer (DH&SO):

- The deputy health and safety officer shall aid and assist fulfilment of the the roles and responsibilities of the H&SO and undertake responsibility for these when s/he is unavailable.

The DH&SO shall hold the qualification of the NEBOSH General Certificate in Occupational Health and Safety.

Chemicals Officer:

- Independently, and in conjunction with the H&SO, ensure that BHR Group staff, visitors and contractors use, handle, store, clean-up and dispose of flammable & hazardous materials in a proper manner that is safe and not injurious to health.
- Review COSHH forms, including risk assessment, and identify any special handling, storage, clean-up or disposal needs.
- Monitor and oversee the arrival, storage and disposal of all flammable materials.
- Sit on and provide advice to the BHR Group H&S Committee on matters relating to flammable & hazardous materials.
- Provide advice and guidance to BHR Group's management and staff on the safe and appropriate use, handling, storage, clean-up and disposal of flammable & hazardous materials.
- Independently, and in conjunction with the H&SO, ensure that BHR Group staff, visitors and contractors use, handle, store, clean-up and dispose of flammable & hazardous materials in a proper manner that is safe and conducive to good health.
- Carry out regular and ad-hoc audits to ensure that the flammable & hazardous materials are being correctly used, handled, stored and disposed of.

Workshops Manager:

- Ensure safe usage of forklift, mechanical handling devices, etc
- Continually monitor and ensure the correct use of PPE by staff.
- Continually monitor and ensure the use of the correct equipment and/or safe working practices.
- Ensure appropriate certification of lifting equipment and pressure vessels.

Waste Disposal Officer:

- To safely dispose of all dry and liquid chemical waste from BHR Group Cranfield site, including:
 - Ensuring that all waste is clearly and correctly identified, labelled, and stored in suitable containments.

- Arranging movement of the waste to a central collection point.
- Arranging and supervising the removal of the waste by a licenced waste disposer.
- Completing and archiving all documents relating to a disposal for the appropriate legal period.
- To arrange a weekly visual inspection of the Viscount Simon laboratory drain interceptors and report any concerns to Establishments Manager.
- To arrange a monthly visual inspection of the Viscount Simon to locate any waste chemicals.
- To make a quarterly inspection of the “flammable” storeroom to locate any non-required chemicals.
- To report to Health and Safety Committee on all relevant matters.

Quality Manager:

- Maintain Policies, procedures and other documentation required for ISO 45001:2018 accreditation.
- Make arrangements for the internal and external auditing of the ISO 45001:2018 accredited Health and Safety Management System in line with the other aspects of the BHR Integrated Management System.

Operations Managers:

- Continually monitor and ensure the correct use of PPE by staff.
- Continually monitor and ensure the use of the correct equipment and/or safe working practices.
- Review risk assessments for activities undertaken within their section.

All Staff:

- Work within your own competence following safe systems of work.
- Report any accidents, incidents or near misses (however small).

4. Arrangements

4.1. Health and Safety Committee

The Health and Safety Committee shall meet monthly to consider the health, safety, welfare and environmental aspects of BHR Group activities. The minutes of the meeting shall be recorded and circulated to all staff.

The committee shall consist of:

- Managing Director (or his representative)

- Health and Safety Chairman
- Health and Safety Officer
- Deputy Health and Safety Officer
- Chemicals Officer
- Waste Disposal Officer
- Workshops Manager
- Representatives from each section (Chemicals, Mechanicals, Conferences, Workshops)

4.2. First Aid

The Company will ensure that it continues the responsibility of organising a team of qualified First Aiders. Notices are displayed on the official Notice Boards giving up-to-date details on current First Aid arrangements. The Chairman of the Health & Safety Committee is in overall charge of First Aid.

4.3. Accidents, Incidents and Dangerous Occurrences at Work

Injuries sustained at work, however slight, must be reported immediately to one of the staff qualified in First Aid. The accident is then to be recorded in the Accident Book and the Monthly Incident Log.

All staff members are required to report accidents, near misses, dangerous conditions and dangerous acts following the Accident and Incident Reporting Procedure.

The Health and Safety Officer or his delegate will investigate and respond to all accidents and incidents.

The Monthly Incident Log shall be maintained and reviewed at Health and Safety Committee Meetings, Management Review, and Accident/incident statistics shall be discussed at board meetings.

4.4. Payment for Industrial Injury or Industrial Disease

Members of staff unable to work because of an injury or disease arising out of and during their employment will be considered for payment on the same basis as for sick pay. Cases of serious injury will be considered by the Board.

4.5. Safety Procedures

Safety procedures laid down in respect of the Control of Substances Hazardous to Health (COSHH), use of the specialist laboratories, fire procedures, use of forklift truck, etc., are mandatory and must be followed by all members of staff. Copies of be obtained from the Health & Safety Officer.

It is the responsibility of Project Engineers to take account of safety considerations in the planning of any new or modified test rigs or models. The advice of the Health & Safety Officer should be sought to ensure that all the statutory and safety procedures have been complied with before a rig or model becomes operational. This responsibility covers all equipment installed under the project, whether designed or manufactured by the Company or by any outside manufacturer.

4.6. Risk Assessment

All work undertaken must be risk assessed following the Hazard Identification and Risk Assessment Procedure. Work must not start until a completed risk assessment has been reviewed and signed off by the respective Operations Manager and the Health and Safety Officer or his/her deputy.

4.7. Fire Procedure

All staff are to familiarise themselves with the location of the fire alarm call points, emergency fire exits, and fire extinguisher and hose points for the buildings in which they work. The requisite action to be taken in the event of a fire is set out in the emergency procedures.

Staff should also know their Assembly Point in case of the need to evacuate the buildings.

4.8. Smoking

There is a No Smoking policy throughout the company.

4.9. Personal Protective Equipment

All staff are provided with the most appropriate personal protective equipment (PPE) for their role(s) within the company. Specialist PPE will be provided by the company whenever and wherever necessary.

4.10. Hot Works

Any hot works requires a hot works permit to be completed and authorised by the Workshops Manager (or Health and Safety Officer in his/her absence).

4.11. Visitors and Contractors

All visitors are required to sign the Visitors Book held at BHR Group Reception and it is the responsibility of the person visited to ensure that this is done.

The safety of visitors whilst on BHR Group's premises is the responsibility of the person visited.

Contractors and their employees must observe all the Company's safety regulations when working on BHR Group's premises. Contractors are required to report any accidents and injuries that occur on the premises.

5. Review

Accident, incident and near miss statistics shall be discussed at Health and Safety Committee and Management Review meetings. Results of safety audits will also be discussed. If any findings indicate a significant issue with the Health and Safety Management System, the policy and relevant parts of the Management System shall be reviewed.

This policy shall be reviewed annually at which time a copy of the policy statement of intent shall be signed by the Managing Director. During this review, new objectives will be set for the following year.

In addition to this, the policy shall be reviewed if there is a significant change to the context of the organisation, hazards present, or health and safety requirements/circumstances.