

Health & Safety Policy

Bailey Street Furniture Group Ltd

January 2023

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Statement of intent

Bailey Street Furniture Group Ltd are committed to the provision of a safe and healthy working environment for all personnel.

Effective health and safety management in relation to our operations and in respect of our personnel, contractors and visitors is seen as a key objective and is recognised as being of benefit to all relevant parties.

We are committed to the following:

- Establishing objectives for the health and safety performance of Bailey Street Furniture Group Ltd.
- Establishing a structure for the Management of Health & Safety.
- As an employer, to commit to the requirements of the Health and Safety at Work Act including the provision of a safe access and egress from the workplace, the safe use, handling and storage of substances and the provision of safe plant and equipment.
- Undertaking an annual review of our health & safety procedures and activities to continually improve its performance.
- Under the Management of the Health and Safety at Work regulations 1999, Bailey Street Furniture Group Ltd will provide resources for its safety organisation, carry out hazard identification, risk assessments and implement control measures to protect its workforce.
- Provide employees with information and any relevant training in the execution of its duties and to provide adequate welfare facilities.
- The company will consult its workforce on safety matters and will provide personal protective equipment in line with the hazards identified in the business. The main hazards in the business are manufacturing and construction related and concern products and structures developed from machinery fabrication hazards, lifting, manual handling hazards, exposure to substances, noise, electrical hazards, site and factory working hazards and it is the aim of Bailey Street Furniture Group Ltd to take measures to control these hazards in the protection of employees.
- Bailey Street Furniture Group Ltd will pay due regard to the safety of any contractors or members of the public to whom it may meet on a day-to-day basis.

Bailey Street Furniture Group Ltd has an expectation that its employees will also fulfil their duties under legislation and these include attendance in training, the use of safety equipment that is provided, participation in improving safety procedures and taking part in consultation discussions.

To ensure that health and safety is given due recognition, it is expected that all personnel will support our policy and be vigilant in identifying any hazards or circumstances that may endanger them, their colleagues, customers, or other personnel having access to our operations

Signed on behalf of Bailey Street Furniture Group Ltd

A handwritten signature in black ink, appearing to be "DAP".

.....

Chair of the Board of Directors

01/02/2023

.....

Date

Responsibilities

The overall responsibility for health and safety within Bailey Street Furniture Group Ltd is held by the **Board of Directors**.

The Individuals appointed to cover daily requirements by site location are:

Adlington – John Fairbrother
Burscough – Mark Carroll
Westerham – Andrea Stutchbury

Responsibilities include communication in respect of the following aspects:

- Any Safe Systems of Work & Safe Working Practices operated by the company.
- Induction training for all new personnel.
- The application and review of general and specific risk assessments and method statements as required by internal personnel and external customers.
- Recording and investigating any accident/incident occurring during the company's activities.
- The training of personnel regarding any equipment used within the group.
- Reviewing the content of the Safety Policy in conjunction with PIB Risk Management to ensure that it is a document which reflects the operations and practices of each of the site locations.
- Ensuring the provision of adequate resources to ensure that the health and safety requirements of all sites can be achieved.

- It is deemed that no one in the company is in full possession of all material facts to deem them solely responsible for matters relating to health, safety, and welfare. These responsibilities are delegated through the management organisation sufficient to reflect the diverse, diffuse, and multi-site / place of work nature of our business, in the UK.

Safety Co-Ordination

The co-ordination and implementation of approved policies and procedures is the responsibility of David Pringle – Managing Director.

Health & Safety assistance is provided for Bailey Street Furniture Group Ltd by PIB Risk Management.

Employees Responsibilities

Anyone employed by Bailey Street Furniture Group Ltd has the following responsibilities:

- To take care of their own health and safety.
- To co-operate on health and safety matters.
- To carry out their duties with due regard for the health and safety of the other people within their areas of work.
- To not interfere with anything provided to safeguard their health and safety.
- To report any health and safety concerns as soon as possible.

Consultation with Employees

The induction process provides details of Bailey Street Furniture Group Ltd operation and working practices, systems, and procedures. Any changes in the procedures or the operations at the site locations are communicated via training, toolbox talks or informal communication.

Visitors

All visitors to any of the Group premises are subject to the relevant health and safety procedures/arrangements and will be made aware of these by their host.

Any visitors to sites where work is being undertaken by Bailey Street Furniture Group Ltd will be made aware of the relevant health and safety practices & procedures before being allowed on to the site.

Contractors

Any contractor working on behalf of Bailey Street Furniture Group Ltd are requested to follow agreed procedures.

- Observe the company safety rules and instructions given.
- Shall not work on the premises until the relevant rules are read, understood and accepted.
- Shall not work on the premises until their liability insurance arrangements have been approved.

All contractors and any sub-contracted personnel are to ensure that all work areas are safe and without risk to persons when they depart the site at the end of the working day and if they leave an area unattended during the day.

Health & Safety Policy Arrangements

Bailey Street Furniture Group Ltd will so far as is reasonably practicable, provide:

- Plant & Systems of work that are safe and without risk to health.
- Suitable arrangements for the safe use, handling, storage and transport of articles and substances.
- Relevant information, instruction, training, and supervision to enable personnel to be aware of hazards and make a positive contribution to health and safety at work.
- A safe means of access and egress where appropriate.
- A healthy environment with welfare facilities as appropriate.
- Competent personnel to secure compliance with statutory duties.
- Appropriate health and safety information to temporary workers, visitors, and associated personnel to address relevant issues.
- Adequate emergency procedures.

A regular review will be undertaken of systems and procedures to address any changes in safety legislation or working practices that may be required.

Health & Safety Information

This is provided to all employees when they join the company. As and when identified appropriate training will be given to enable all employees/contractors to undertake operations in a safe manner.

Risk assessments

Risk assessments relevant to the operations of the respective sites are communicated to all relevant personnel.

Risk assessments will always be retained on site during operations and reviewed to try to ensure they are suitable and sufficient prior to work commencing.

The awareness, communication, and application of the control measures within the risk assessments will be the responsibility of the individual appointed at the respective site locations.

First Aid

First Aid equipment is located at each site with portable first aid kits to be provided in company vehicles to cover site working

First Aid arrangements are communicated at induction at each group location. First Aid provision for personnel working on site will be identified prior to the commencement of operations and all personnel made aware of the procedures to be followed in the event of First Aid being required.

Any items used from any First Aid box should be replaced as soon as reasonably practicable.

Fire Safety

The action to take in the event of fire is displayed throughout the buildings at each site and all personnel are made aware of the procedures to be followed.

Any member of personnel working on a site location is required to identify the appropriate fire precautions and action to be taken in the event of an emergency.

Personnel are given instruction at induction in relation to the fire procedures for the premises and this is documented within their induction documentation.

Bailey Street Furniture Group Ltd ensure Fire safety records are maintained in accordance with requirements and Fire extinguishers are maintained and serviced by specialist contractors.

Smoking

Bailey Street Furniture Group Ltd encourage a NO SMOKING policy within any workplace. Personnel who wish to smoke must follow the specific instructions related to their location.

Disposal of smoking materials must be undertaken in a manner which ensures safety.

Welfare Facilities

Welfare facilities are provided for personnel at each location. They will be maintained in good condition with adequate lighting and appropriate hygiene standards.

Regular checks will be undertaken regarding their condition and remedial action will be undertaken as necessary.

Personnel working on site will have access to relevant welfare facilities which will be identified during relevant site inductions or provisions organised accordingly.

Company Vehicles

Company vehicles are provided for relevant personnel to undertake their duties.

The vehicles are provided for the operations and as such should always be maintained in a clean and tidy manner.

Personal Belongings

The company does not accept any liability for any personal belongings which are either brought into the various sites of the group or taken to sites where operations are being conducted.

Safety Environment

All floor surfaces, steps, stairs, access routes and gangways shall be maintained as far as is reasonably practicable in a safe condition.

Materials, components, and other equipment will be stored in an appropriate manner to reduce the risk of injury. This also applies to ensuring good housekeeping routines are followed when conducting operations i.e., no equipment left lying on the ground as a tripping hazard.

Safe means of access and egress are provided and maintained as far as is reasonably practicable.

All fire extinguisher points, and emergency exits are always kept clear of obstruction and are easily identifiable.

A clear area is maintained around all control switches such that they are readily accessible to isolate the electricity supply and other services in emergency situations.

A satisfactory temperature will aim to be maintained across all working environments.

General housekeeping requirements are reviewed in relation to operations and good housekeeping practices are always advocated.

Suitable artificial lighting is provided and maintained in all relevant locations, as and when appropriate specialised lighting will be provided.

Personal Protective Equipment

Personal Protective Equipment (PPE) will be issued in relation to hazards identified within all relevant risk assessments.

Any personal protective equipment provided must be worn at all site locations.

PPE issued to employees will be recorded on each occasion that it is issued.

All PPE is examined prior to use. Any defective equipment must not be used. It is to be repaired or replaced as necessary.

PPE is provided by the company and must be used by personnel in accordance with requirements. All issued PPE will be signed for by the recipient and details recorded. Failure to use the designated PPE may result in disciplinary action.

Training given in the correct use of PPE will be documented and records maintained.

Control of Substances Hazardous to Health (C.O.S.H.H.)

Any substance falling under the COSHH requirements will be assessed accordingly.

The content of the assessments will be communicated to all relevant personnel.

Personnel using the substances will follow instructions regarding their use and use any personal protective equipment necessary.

Waste disposal of any harmful material will be conducted in compliance with Environmental legislation and in accordance with information provided by manufacturers.

Where substances are likely to give rise to a harmful atmosphere, appropriate control will be introduced where reasonably practicable to prevent this using suitable ventilation or extraction. Such equipment will be inspected and regularly maintained.

Electrical Equipment

The electrical equipment operated by any of the sites is subject to periodic inspection and testing and relevant records are maintained. Testing is conducted by relevant personnel and a record is maintained of portable electrical equipment checks.

Any equipment used either on the company's premises or site(s) will comply with the requirements of current legislation. Any contractors employed by Bailey Street Furniture Group Ltd will be required to demonstrate that their equipment is compliant with legal requirements.

All personnel are responsible for reporting any defects on electrical equipment.

Suspect or faulty equipment must not be used. It will be labelled 'DO NOT USE' and disconnected until repaired.

Electrical equipment is switched off when not in use or at the end of each working day.

Machinery Safety

All machinery is subject to thorough examination and maintenance by a competent person at relevant intervals, where necessary equipment is also calibrated.

Only personnel who have received training in the correct use of equipment are allowed to use the machinery.

Records of training in respect of relevant items of plant and equipment will be held by Bailey Street Furniture Group Ltd.

Safety devices related to the operation of the machinery/equipment are subject to regular checks by the relevant operators.

Any defective equipment is to be taken out of service and not used until it has been effectively repaired.

Safe working procedures in relation to the operation of plant and equipment are to be established.

Plant & Machinery is visually examined on a regular basis by company employees and operated only by authorised personnel who have been trained.

Health & Safety Inspections

Regular inspections are conducted for organisation and site activities being undertaken. Areas of concern will be identified and recorded with remedial action implemented as soon as reasonably practicable.

Health and safety concerns identified which could be felt to endanger individuals working or in breach of legislation will result in the operation being stopped.

Manual Handling

Manual handling instruction in relation to the activities of Bailey Street Furniture Group Ltd will be undertaken at induction with the relevant personnel. Wherever possible, loads should be moved using mechanical means rather than physical movement of the load (i.e. manual handling).

Any specific manual handling requirements identified in relation to the operations being conducted will be addressed in the relevant risk assessment with appropriate control measures communicated to the personnel concerned.

Working at Height

Any operation to be conducted which involves working at height will be subject to the conduct of a risk assessment to identify relevant control measures that need to be implemented prior to the work being undertaken. Any relevant risk assessment will implement the hierarchy of control as detailed within the Working at height regulations 2005. Any personnel involved in working at height will have received instruction in working at height and be aware of the relevant risk assessment.

Noise

Bailey Street Furniture Group Ltd take all reasonable steps to ensure the hearing of persons working on the premises is protected.

A noise survey or assessment will be undertaken and recorded to identify where employees are exposed to a daily personal dose of 80 dB(A) or above.

Bailey Street Furniture Group Ltd will take such measures as are necessary, other than by the provision of personal hearing protection, to ensure employees are not exposed to high levels of noise.

A Register of hearing protection issued to individuals will be maintained.

Employees likely to be exposed to high noise will be educated about the risks to their hearing including how to minimise those risks and about the correct use of personal hearing protection.

Accident Reporting

Anyone involved in an incident or accident irrespective of severity is required to make their immediate senior person aware.

Any incident which causes or is suspected of causing acute or chronic ill-health is to be communicated as soon as reasonably practicable to all relevant personnel.

The recording of the incident/accident within the accident book is to be undertaken by personnel identified as having health and safety responsibility.

Any incident falling under the requirements of the RIDDOR Regulations will be reported to the relevant enforcing authorities.

Display Screen Equipment

We identify 'Users' as defined under current legislation. In general, we interpret 'users' as staff who use this equipment for at least an hour or more daily.

A specific risk assessment is done of each workstation, considering the computer equipment, the furniture, the working environment, and the user.

Employees are informed of the assessment on their own workstation.

Signs and Notices

Any signs and notices required to comply with the Safety Signs and Signals Regulations will be displayed in all appropriate locations.

Storage of Materials

All items are to be stored in a safe manner and in such a way that they do not block walkways or fire escape routes and exits.

Lone Working

In the event of lone working, contact will be established to ensure the safety of personnel via the issue of a company mobile phone and through regular communication during the operation.

Asbestos

All sites will either be surveyed or have been surveyed prior to personnel commencing work and an Asbestos Management Plan for the relevant premises/locations requested.

Any asbestos discovered during operations will result in work being suspended until appropriate specialists have assessed the site.

Personnel who could come into contact with asbestos will be provided with asbestos awareness instruction and training on an annual basis.

Consultation with Employees

The overall objective is to provide the opportunity for personnel to be able to identify any improvements in health and safety in relation to the operations of Bailey Street Furniture Group Ltd.

Informal discussions with all relevant parties are undertaken as and when required.

Safety issues which are considered are:

- Accident and incident records
- Safety reports from consultants, the HSE or other specialist resources
- The development, implementation and monitoring of the safe working environment and working practices and procedures
- Effectiveness of any safety training undertaken
- Effectiveness of safety communications

Contractor Control

All contractors are to be authorised and approved prior to conducting any work on behalf of Bailey Street Furniture Group Ltd.

An approved contractors list is retained

Prior to commencing any work, the contractor must provide all relevant information requested by Bailey Street Furniture Group Ltd, this could include insurance details, method statements, risk assessments etc.

The contractor when undertaking the work must conduct operations in accordance with safety requirements and address any issues which arise during the operation, in conjunction with the organisations' personnel to ensure that the relevant hazard/risk is addressed.

Relevant personnel from Bailey Street Furniture Group Ltd have the authority to stop work if they believe it is unsafe and could result in a breach of legislative requirements or an incident.

Health & Safety Committee

There is a Safety Committee made up of management who meet on a formal basis bi-annually. Their function is broadly to provide a forum for minuted discussions and formulation of Health & Safety policies and a channel through which these can be recommended for adoption by management.

Assessments

There is a legal requirement in the Management of Health & Safety at Work Regulations 1999 to assess Health and Safety risks covering the workplace, work equipment, protective clothing, display screen equipment and manual handling.

Bailey Street Furniture Group Ltd will meet the requirement as detailed in the relevant regulations, to identify potential risks, carry out assessment and remove or minimise the risks where appropriate.

Legislations

Bailey Street Furniture Group Ltd will ensure that all amendments to existing legislation are implemented in accordance with statutory obligations and the employees are informed and trained accordingly.

Equally where new legislation is introduced the company will ensure, preferably in advance, that the provisions of such legislation are properly communicated to all employees and that adequate training is given where appropriate.