



Health & Safety Policy

Bailey Street Furniture Group Ltd

Incorporating

Bailey Streetscene Ltd

Artform Urban Furniture

Street Furniture Direct

January 2022



Contents

Responsibilities	4
Overall & Individual.....	4
Employees Responsibilities.....	5
Consultation with Employees	5
Visitors	5
General arrangements.....	6
Risk assessments.....	6
First Aid	6
Fire Safety.....	6
Smoking.....	6
Welfare Facilities.....	6
Company Vehicles.....	7
Personal Belongings.....	7
Health & Safety Information	7
Accident Reporting.....	7
Control of Substances Hazardous to Health (C.O.S.H.H.).....	7
Display Screen Equipment	8
Electrical Equipment.....	8
Equipment & Machinery.....	8
Manual Handling	8
Health & Safety Inspections.....	8
Health Surveillance	9
Signs and Notices.....	9
Personal Protective Equipment.....	9
Housekeeping.....	9
Storage of Materials.....	9
Lone Working.....	9
Working at Height.....	9
Asbestos.....	10

Statement of intent

Bailey Street Furniture Group Ltd incorporating Bailey Streetscene Ltd, Artform Urban Furniture Ltd & Street Furniture Direct Ltd will undertake the following with respect to health and safety:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction, and supervision for employees
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill-health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Signed on behalf of Bailey Street Furniture Group (incorporating Bailey Streetscene Ltd, Artform Urban Furniture Ltd & Street Furniture Direct Ltd.



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Chair of the Board of Directors

20/1/2022
.....

Date

Responsibilities

The overall responsibility for health and safety within Bailey Street Furniture Group Ltd incorporating Bailey Streetscene Ltd, Artform Urban Furniture Ltd & Street Furniture Direct is held by the **Board of Directors**.

The Individual appointed to cover daily requirements is David Pringle – Chief Executive of the Group.

These 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 organisations
- Ensuring the provision of adequate resources to ensure that the health and safety requirements of all related companies 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

Managers

Liaison with the relevant individuals responsible for the specific organisation (e.g. Artform Urban Furniture Ltd & Bailey Streetscene Ltd) to cover the health and safety requirements in relation to all personnel under their control.

Undertaking the method statements and risk assessments in relation to specific work activities and ensuring that personnel are aware of the control measures to be followed.

Identification of training needs in relation to employees and the organisation of relevant training to cover requirements.

Employees Responsibilities

Anyone employed by Bailey Street Furniture Group Ltd & its Associated companies 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 & its associated companies' operations and working practices, systems, and procedures. Any changes in the procedures or the operations of the respective organisations are communicated via organisation of relevant training, tool-box talks or informal communication.

Visitors

All visitors to any of the Group companies' 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 and its associated companies will be made aware of the relevant health and safety practices & procedures before being allowed on to the site.

General arrangements

Risk assessments

Risk assessments relevant to the operations of the respective companies will be compiled and 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 senior personnel operational at the respective organisations.

First Aid

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

First Aid arrangements will be communicated at induction at each respective site to all personnel. 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 organisation 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 of the relevant premises and this is documented within their induction documentation.

Smoking

Bailey Street Furniture Group Ltd and associated companies 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 organisations location.

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

Anyone using any relevant welfare facilities will be expected to ensure they are maintained in a clean and tidy manner.

Company Vehicles

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

The vehicles are provided for the operations of the relevant companies 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 premises of the group or taken to sites where operations are being conducted.

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.

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 senior person as soon as reasonably practicable will then inform the Senior Management personnel responsible for Health and Safety at each organisation

The recording of the incident/accident within the relevant companies' 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.

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.

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 at a time 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.

We advise employees who use a VDU for a significant amount of time each day they are entitled to an eye test every two years at the Company's expense.

Electrical Equipment

The electrical equipment operated by any of the companies 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 and its associated companies will be required to demonstrate that their equipment is compliant with legal requirements.

Equipment & Machinery

Appropriate training will be provided to all relevant personnel in the safe use of the equipment. Machinery will be maintained through service agreements with relevant manufacturers/suppliers and maintenance records obtained accordingly`

Records in relation to instruction provided are retained at relevant organisation(s) locations

Manual Handling

Manual handling instruction in relation to the activities of Bailey Street Furniture Group Ltd and associated companies 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.

Health & Safety Inspections

Regular inspections will be conducted of 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 either working, in the area or in breach of legislation will result in the operation being stopped.

Health Surveillance

Personnel will be requested to complete a medical questionnaire upon commencement with the organisation, any issues or concerns will be addressed during their probation period. Any activity which could result in adverse effects to individual's health will be identified in the relevant risk assessment and control measures introduced.

Signs and Notices

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

Personal Protective Equipment

Personal Protective Equipment 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.

Personal Protective Equipment issued to employees will be recorded on each occasion that it is issued.

Housekeeping

All relevant work areas are to be maintained in clean and tidy manner and any waste material disposed of appropriately.

Access to fire-fighting equipment is always to be maintained

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.

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.

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