

# **HEALTH, SAFETY AND WELFARE POLICY 2025**

Contents	Page
1. STATUTORY STATEMENT OF OCCUPATIONAL HEALTH AND SAFETY POLICY.....	3
2. SCOPE.....	6
3. ORGANISATION/RESPONSIBILITIES .....	7
4. RISK ASSESSMENTS.....	9
5. SAFETY INSPECTIONS.....	10
6. ACCIDENTS AND REPORTING .....	12
7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H.) .....	13
8. PERSONAL PROTECTIVE EQUIPMENT .....	14
9. DISPLAY SCREEN EQUIPMENT REGULATIONS.....	15
10. MANUAL HANDLING.....	16
11. WORK EQUIPMENT.....	17
13. FIRE PRECAUTIONS .....	19
14. FIRST AID PROVISIONS .....	20
15. PREGNANT WORKERS.....	22
16. DANGEROUS WASTE.....	22
17. TRAINING .....	23
18. LONE WORKERS.....	23
19. ELECTRICAL SAFETY.....	24
20. CONTROLS OF VISITORS AND CONTRACTORS.....	24
21. WORKING AT HEIGHT .....	26

## **1. STATUTORY STATEMENT OF OCCUPATIONAL HEALTH AND SAFETY POLICY**

This statement of general policy is made in accordance with the requirements of the Health & Safety at Work etc. Act 1974. This statement is effective immediately and replaces all previous versions of the statement of Business Moves Group Ltd, Business Moves Ltd safety policy.

BMG, through its Management, recognizes fully its responsibilities for the health, safety and welfare of its employees and all others who may be affected by its work.

The health, safety and welfare of BMG's employees are considered to be a high priority. BMG will also ensure that adequate resources are available to carry out this policy.

The aim of this policy is to secure the active co-operation of BMG's Directors, Managers, Employees and all other people affected by BMG's work.

**BMG's policy is to do everything reasonably practicable to support our commitment to provide safe and healthy working conditions for the prevention of work related injury and or ill health specific to the nature of our health and safety impacts, risks and opportunities for all BMG's employees, contractors and visitors including:**

- 1.1 Complying fully with all health, safety and welfare organizations; gaining competent advice from Hollyoak Consulting Ltd
- 1.2 BMG Directors shall use this occupational health and safety policy to:
  - 1.2.1 Provide a framework for setting occupational health and safety objectives
  - 1.2.2 Support our commitment to fulfil relevant compliance obligations, including legal and other requirements
  - 1.2.3 Support our commitment to continual improvement of the integrated management system, elimination of hazards and reduction of the health and safety risks
  - 1.2.4 Support our commitment to consultation and participation of workers and their representatives, where they are given time during working hours to attend meetings and implement any outcome actions
  - 1.2.5 Support the on-going training of employees and where appropriate contractors, where they are given time during working hours to attend any relevant training courses, communication sessions and toolbox talks

1.3 Ensuring that BMG's Directors, Managers and Employees are made aware of their responsibilities and duties in respect of health, safety and welfare.

Also that they are given sufficient information, instructions, training and supervision to enable them to carry out their duties effectively and safely and to contribute positively to the health, safety and welfare of themselves and all others who may be affected by their work. With the support of competent OH&S professionals: directors, managers, employees, subcontractors and visitors will participate in the achievement of this policy through:

1.3.1 Understanding and accepting their responsibility to act safely, adhering to safety rules and defined work methods, using safety equipment provided.

1.3.2 Undertaking relevant health and safety induction and training where they applying their learning in the workplace.

1.3.3 Contributing to the process of continuous improvement of health and safety through various consultation processes.

1.4 Protecting BMG's employees for whom they are responsible and others at work against risks to health or safety arising out of or in connection with the activities of people at work;

1.5 Ensuring so far as is reasonably practicable the health, safety and welfare of health service users;

1.6 Effective auditing of this health, safety and welfare policy is carried out regularly;

1.7 Avoiding the use of hazardous materials and processes, or when this is unavoidable, to assess the risk to health, safety and welfare and to implement effective control measures;

1.8 Establishing and maintaining procedures to ensure that the design of all new buildings, processes and equipment is such that they are safe and that the health, safety and welfare implications of any building alterations, or process changes are risk assessed and steps taken to incorporate any safeguards necessary;

1.9 Ensuring that:

1.9.1 All equipment is maintained in safe working order;

1.9.2 All safeguards and control measures are maintained in safe working order,

1.9.3 Safe systems of work and safe operating procedures are established and maintained for all work including servicing, maintenance, etc.

1.9.4 All safeguards, control measures, systems of works and operating procedures are regularly reviewed to ensure they continue to maintain a healthy and safe work place.

1.10 Ensuring that safe means of access to and exit from all places of work under BMG's control are established and maintained;

1.11 Ensuring that emergency and disaster plans are drawn up for all reasonably foreseeable events that may occur;

1.12 Conforming to all the requirements in respect of The Regulatory Reform (Fire Safety) Order 2005, Management of Health & Safety at Work Regulations 1999

1.13 Ensuring the thorough investigations, reporting and recording of all accidents;

1.14 Ensuring that the appropriate care and action is taken and all positive measures are made towards avoiding recurrence of that accident.

1.15 Consulting all BMG's employees with a view to securing co-operations in the development of measures to ensure the health, safety and welfare at work of our employees and others and in monitoring the effectiveness of these measures;

1.16 All safety instructions are notified to our employees, contractors and visitors and are followed at all times;

1.17 Ensuring the safety of all non-employees on BMG's premises and in vehicles

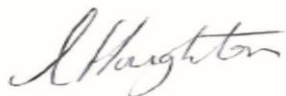
1.18 Ensuring that budgets include suitable and sufficient sums to comply with health, safety and welfare requirements;

1.19 Ensuring that adequate hygiene, sanitary and welfare facilities are provided

This statement of policy will be brought to the attention of all BMG's employees. It will be reviewed and revised as necessary at least every 12 months. Any such revisions will be brought to the attention of all BMG's employees.

The next review of this policy by the Managing Director will be made within 12 months of the date below.

Signed:



BUSINESS MOVES GROUP

Date: May 2025

Review Date: May 2026

Note: What we write in the policy has to be put into practice. The true test of our Health and Safety policy is the actual conditions in the workplace, not how well our statement is written.

## 2. SCOPE

This policy, organization and arrangements affect all BMG's Directors, Managers and Employees.

## POLICY REVIEW

This Health and Safety Policy will be reviewed annually by Hollyoak Consulting Ltd in conjunction with the nominated responsible person.

As each review is completed it will be signed off by the consultant from Hollyoak Consulting Ltd and confirmed by our responsible person.

Review Date	Signed On Behalf Of Hollyoak	Confirmed
May 2018	Michael Hollyoak	L Wheatley
May 2019	Michael Hollyoak	L Wheatley
May 2020	Michael Hollyoak	L Wheatley
May 2021	Michael Hollyoak	L Wheatley
May 2022	Michael Hollyoak	L Wheatley
May 2023	Michael Hollyoak	L Wheatley

H&S Policy V18 May 24  
Last Review: 19.05.2025

Next Review Date: May 2026

May 2024	Michael Hollyoak	L Wheatley
May 2025	Michael Hollyoak	addison
May 2026	Michael Hollyoak	

24 HOUR ADVICE LINE **07817109665**

### 3. ORGANISATION/RESPONSIBILITIES

#### 3.1 Organisation The Managing Director

Has overall responsibility for health, safety and welfare and is responsible through the directors and senior management for ensuring the implementation of BMG's Policy.

#### Directors and Managers

Are responsible for the preparation, implementation, and maintenance and monitoring of BMG's policies and procedures in respect of health, safety & welfare at work by ensuring that:

3.1.1 All members of management are advised of their responsibilities relating to health, safety and welfare at work and those issues should appear as items on the agendas for management meetings.

3.1.2 All BMG's employees are informed of the health, safety and welfare requirements, policy and procedures and training when necessary.

3.1.3 All facilities provided for the health, safety and welfare of BMG's employees are readily accessible and properly maintained.

3.1.4 Any issues raised in respect of the working environment are resolved.

3.1.5 A record is maintained of all accidents or near misses on BMG's premises or to our employees.

3.1.6 A health, safety and welfare manual is created.

3.1.7 They have the necessary personal training to enable them to acquaint

themselves with their duties.

#### 3.2 Responsibilities All Directors

Are responsible for ensuring BMG's policy and procedures in respect of health, safety and welfare at work are implemented and followed in the various projects, team and offices by ensuring:

3.2.1 Managers understand the legislation, procedures and practices in respect of health, safety and welfare at work

3.2.2 Health, safety and welfare at work issues are agenda items for all meetings

3.2.3 Monitoring of the understanding of health, safety and welfare at work policies, procedures and practices amongst our employees.

3.2.4 Introduction of such internal or external - group or one to one training as is necessary to ensure that all Business Moves Ltd employees understand how such health; safety and welfare at work policies affect them and their work place.

3.2.5 Promotion at all times of good practice in respect of health, safety and welfare at work.

3.2.6 Recording of all accidents, or near misses, which happen on Business Moves Ltd premises or to Business Moves Ltd employees.

### **3.3 All Managers shall**

3.3.1 Be responsible for the day-to-day implementation of BMG's health, safety and welfare policy and procedures

3.3.2 They shall be required to ensure compliance with health, safety and welfare procedures by BMG's employees and visitors.

### **All Business Moves Group employees shall**

3.4.1 Make themselves familiar with and conform to BMG's health, safety and welfare policy and procedures

3.4.2 Wear any required personal protective equipment provided to ensure their health, safety and welfare

3.4.3 Report to the appropriate manager any hazards, accidents or near misses.

3.4.4 Exercise a duty of care and responsibility to their fellow BMG employees and

3.4.5 Take no action that could reduce the effectiveness of safety equipment

### **3.5 Management responsible for property is responsible for:**

3.5.1 Ensuring compliance with all aspects of BMG's health, safety and welfare policy

3.5.2 Monitoring the use of property, its development and maintenance and ensuring that regular inspections are completed

3.5.3 Advising BMG's management on fire and building safety, including equipment maintenance.



3.5.4 Ensuring contractors employed are checked for competence prior to starting work.

#### **4. RISK ASSESSMENTS**

In accordance with the Management of Health and Safety at Work Regulations 1999, BMG is required to carry out risk assessments of significant risks to determine the risks associated with its work.

The assessments will need to identify risks both to BMG's. Employees and to any other person who may be affected.

The purpose of the assessments is to enable the employer to identify hazards and reduce the risk as far as is reasonably practicable. It is required that risk assessments are kept up to date which means any significant change which affects risk (e.g. a new BMG.

employee, machine or work practice) should lead to a reassessment of risk.

##### **4.1 Record Keeping**

All Directors and Managers are required to keep records of all assessments, which will detail the significant findings associated with the assessments

The record will need to include information regarding the following:

- The significant hazard to health, safety and welfare is identified during the assessment
- The existing control measures currently in place and their level of effectiveness in controlling these risks
- The people who may be affected by the risks identified, in particular any personnel who may be especially at risk
- Any decision taken because of the assessment
- Training in risk assessment techniques provided to BMG's employees

##### **4.2 Information And Training**

Those people performing risk assessments will be given:

- Training in risk assessment procedures

- Any additional detailed knowledge on how to assess risks within the working environment that they will be assessing

#### **4.3 Liaison With Non-BMG Employees**

**BMG will ensure that anyone who needs information on the hazards identified are informed of the necessary control measures before starting work for BMG. This will include:**

- All contractors in line with CDM regulations 2015 active understanding of who is doing what is paramount and a practice of explaining between contractors exists at the start of work.
- People from the relevant statutory authorities who require access to BMG's workplace
- Any other person who may lawfully enter BMG's premises
- Liaison will also be maintained with our neighbor company or partner organization to ensure that co-operation will be achieved to deal with any common hazard

#### **4.4 Control And Monitoring**

The purpose of the risk assessment will be to formulate a system of control of all hazards associated with the daily work of BMG.

To achieve this, a system to control the hazards identified has been developed.

Senior management, ideally within 24 hours but in any case, within 72 hours, will discuss all hazards arising from the assessment given the priority of urgent or high priority, with work stopping if necessary.

The assessor will be charged with responsibility for implementing any necessary changes that senior management considers appropriate.

The assessor will detail those responsible for the monitoring, implementation and assessing the efficiency of the controls and also for making any additional recommendations.

### **5. SAFETY INSPECTIONS**

Safety inspections are physical visits to an area for gathering information to enable the inspectors to evaluate the safety of that area. When referring to the word 'safety', we should consider it to be a broad concept that includes security, housekeeping, storage, fire prevention etc.

Safety inspections are made by Business Moves Ltd. Management, local Managers and Supervisors.

The Supervisor or Manager of the area being inspected always participates in each inspection for the purpose of administration and correction of any problems found in the inspections of their area. This is completed on a monthly premises safety and security tour and an external branch audit is completed every six months.

### **5.1 The Reasons For Safety Inspections**

5.1.1 To prevent accidents and therefore injuries

5.1.2 To find and correct hazardous conditions

5.1.3 To heighten awareness of BMG's employees

5.1.4 To indicate to BMG's employees the sincere interest management has in safety by:

- Providing the time for BMG's employees to make the inspections
- By members of management actively taking part in the inspections
- To get an opportunity to appreciate the local safety culture and identify if improvement is required

### **5.2 How To Perform A Safety Inspection**

5.2.1 By developing a questioning attitude, e.g.: 'What are we doing here?', 'Why are we doing it?', 'Can we do it more safely?' 'How can we do it more safely?'

5.2.2 By not postponing safety inspections once they are planned

5.2.3 By following up recommendations. If a good suggestion is not put into effect, the effort to make the good suggestion was wasted

5.2.4 By taking inspections seriously

5.2.5 By not being satisfied with the previous report

5.2.6 By knowing what to look for. It is desirable to prepare a checklist, however the inspector, with this method, might be unaware of unsafe conditions and practices that are not on the list.

Always work to upgrade your standards. Make your inspection in the spirit of friendliness, be sincere, commend the good things you see as well as criticize the less desirable.

Therefore, it is recommended that inspectors only carry out objective types of inspection that involves features we can actually see i.e.: Fire protection equipment, housekeeping, safety rules and regulations.

## **6. ACCIDENTS AND REPORTING**

An accident may be defined as an undesired occurrence that results in loss, i.e. physical injury or property damage. It is, therefore, traditionally assumed that an accident involves injury or damage. Incidents that do not involve injury or damage tend to go unreported. These very often could have resulted in a severe loss. It is very important that these incidents or near misses are recorded. Investigations and action may then be taken to avoid future loss.

It is not the function of an investigation to apportion blame but to determine why the accident occurred.

An accident may be classified as an occurrence involving damage with an absence of injury. It may equally describe a non-injury or non-damage accident, e.g. a near miss. All incidents and near misses should be reported to the Manager responsible for investigation.

All accident reporting meets the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and records are kept to that effect.

The Manager must consider

- Trends or patterns
- Possibilities of it happening again
- Whether the incident could have been worse
- The seriousness of the actual event

### **Directors and Managers**

Must ensure that BMG's employees are made aware of and understand the policy regarding the reporting of injuries, diseases and dangerous occurrences.

### **Reporting**

In the event of an accident occurring the following actions will take place:

- The branch manager will carry out an investigation immediately • His findings will be reported to the group health and safety meeting where corrective action and appropriate resources will be allocated to ensure that this type of accident does not occur again.
- The company's incident/accident form will be used to record all findings and actions
- All accidents which require reporting to the authorities will be carried out by the health & safety advisor, who will keep all records.

All Branches should ensure that after all accident, near misses or incidents that the following are completed:

- The accident book is completed and signed
- The accident investigation is completed by all who witnessed and finding recorded
- The accident log completed and recommendations and findings acted on and completed

### **7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H.)**

BMG are aware that systems for the control and safe use of chemicals and substances and biological agents are crucial to the safe operation of any workplace which handles, uses, stores, transports or disposes of them, regardless of the quantities involved. However, BMG do not use hazardous substances in their work activities.

#### **Managers**

Are responsible for providing instruction to employees making it clear that they (the employees) are not to introduce hazardous substances into the work place under any circumstances.

If a BMG Manager believes it may be necessary to introduce a hazardous substance into the work place, they must ensure a C.O.S.H.H. assessment is carried out, to establish necessary control measures involving BMG's employees exposed to substances hazardous to health. This must be done before the substance is introduced and when the risk of using a hazardous substance has been assessed.

For a substance which is hazardous and which in normal use constitutes a risk, it will be necessary to consider the following control measures:

- Obtain manufacturers/suppliers hazard data sheets, identify the hazard and be aware of the physical and chemical properties of substances
- Assess risk from use and storage. Eliminate hazardous substances wherever possible in favour of suitable alternatives
- The most common result of an assessment is that a risk exists which cannot be eliminated. The risk must, therefore, be reduced and controlled by designing safe working methods, which may include isolation, segregation, enclosures and/or ventilation. It is important to remember that substances should be locked away when not in use. Anyone using hazardous substances should be trained and instructed in their correct use and develop a proper awareness and attitude.

The purchase of Personal Protective Equipment (PPE) may be necessary. It should always be regarded as the 'last resort' after all other risks have been eliminated or reduced to the lowest possible level.

A C.O.S.H.H. assessment form must be completed for all substances involving a hazard or risk.

Regular monitoring of the effectiveness of the control measures is necessary to take account of changes.

Details of all substances hazardous to health that are used or held at each site must be put in a Site Register and maintained. The register must contain sufficient details, e.g.:

- The substance involved
  - Location where used
  - Quantities in use at any one time, together with brief detail of storage facilities
  - Location, quantity and storage facilities of additional amounts held on site
- 
- The fact that the safety data sheet is held by the project or office concerned
  - The fact that the substance has been the subject of an assessment

It is emphasized that regular monitoring of the effectiveness of the control measures is needed to ensure that any changes in work conditions, quantity, information and usage are noted. All COSHH items no longer in use should be disposed of.

## **8. PERSONAL PROTECTIVE EQUIPMENT**

Current legislation requires employers to identify and assess the risk to health, safety and welfare present in the workplace. Part of this assessment may recommend the use of personal protective equipment.

There is, however, a hierarchy of control measures that must be considered to reduce the risk before the issue of personal protective equipment should occur.

These control measures should consider elimination, substitution, technical controls and safe systems of work. The issue of personal protective equipment should, therefore, be considered the last resort to protect BMG's employees against risks to health, safety and welfare.

Protective equipment will be supplied to employees free of charge.

BMG's employees' responsibility

BMG's employees must:

- Make full and proper use of personal protective equipment
- Return it to its accommodation after use, where applicable
- Report any loss or defect to their Manager
- Sign to say what PPE they have received

## **9. DISPLAY SCREEN EQUIPMENT REGULATIONS**

All BMG's employees who often use display screen equipment (DSE) are covered.

Seven criteria for a 'user' are mentioned in the regulations.

A working definition of a 'user' is: 'Anyone who uses display screen equipment for two hours a day, every working day, or ten hours a week in any time frame'. Wherever display screen equipment (e.g. word processors, desktop publishing systems, microfiche and other electronically generated visual displays) is in use, an assessment of each workstation and its user should be made.

### **9.1 Assessment**

The assessment should include accessories, the surrounding environment, seating, lighting, etc. and should establish the nature of equipment currently in use, its suitability and whether there is a risk of:

- musculo-skeletal problems
- visual fatigue
- stress

The assessment must be recorded in writing. If equipment or circumstances change, then the assessment must be repeated and the changes noted.



Where a risk is noted, necessary action must be taken to reduce/eliminate the risk, including:

- Workstation design – the workstation must comply with the minimum ergonomic standards
- Work design – the schedule for work should provide for regular changes of activity or rest breaks from the screen before the onset of fatigue (for example, 10 minutes in every hour on different duties). Activity using close sight or intense wrist movements should be avoided
- Eye tests – ensuring that users are given the right to vision tests and eye examinations by a registered optician or doctor at BMG's expense, both before starting DSE work, at regular intervals thereafter and if they experience any visual problems.

If the optician/doctor considers that a free NHS ophthalmologic examination by a hospital consultant is necessary, the BMG employee will be automatically passed on.

## **9.2 Information And Training**

Health and Safety information is communicated to staff at regular staff meetings as well as updates being posted on the company notice board. Representatives from all sectors of the company sit on the branch Health and Safety team and all staff are encouraged to discuss and report any health and safety issues they feel need addressing.

All users are to be informed of the risks involved and the measures that have been or are to be taken in order to reduce the risk. They are to be trained in the safe use of the equipment and in the measures they should take to avoid risks to their health.

If circumstances change then the training should be repeated and users are required to report any changes or problems that might affect their health, safety and welfare.

Use of the equipment must not be a source of risk for users.

## **10. MANUAL HANDLING**

It is a requirement of the Manual Handling Regulations 1992, for BMG to assess all manual-handling tasks within the workplace that have the potential to cause injury.

Where such tasks are identified, then action must be taken to reduce the risk of injury, so far as is reasonably practicable.



It is also a requirement to provide information, instruction and training to allow BMG's employees to perform safe manual handling. Training has been completed at all branches in the early part of 2015 and will be conducted every 3 years. New employees also have to undertake the training.

BMG discharge this duty by periodical general refresher training and giving specific training to employees identified as having special needs for specific training.

#### **10.1 Assessment Records**

All manual-handling tasks that have the potential to cause injury should be the subject of a written assessment by a competent person.

The object of the assessment will be to reduce the risk to the lowest practicable level. Recommendations may include better work procedures or mechanical aids.

Re-assessment should take place if there is a significant change in the procedure.

#### **10.2 Manual Handling Risk Assessment Procedure**

Before commencement of a new contract the Surveyor will carry out an initial assessment. The Surveyor will carry out a full risk assessment including a manual handling assessment, the details of which will be recorded on the Survey sheet.

The survey sheet will outline the control measures that are required by the moving team and will be enforced by the team leader (senior person present). The survey sheet will become the records of the task after completion and will be held under the control of the Branch Manager.

The manual handling risk assessments of the branch depots will be reviewed annually with the assistance of Hollyoak Consulting Ltd and the branch managers will hold all records with a copy held by HR at the Reading branch.

### **11. WORK EQUIPMENT**

The Provision and Use of Work Equipment Regulations 1998 cover selection, suitability and maintenance of work equipment, together with procedures for dealing with specific risks and giving of information, instruction and training on handling of said equipment.

BMG's employees responsible for purchase and maintenance must ensure

- Assessments of risks take place at the selection stage of new work equipment
- Ongoing safety assessments of existing work equipment take place
- There is implementation of formally documented, planned maintenance systems
- The designation of certain trained people for high risk activities takes place
- There is provision of information, instruction and training for staff using any form of work equipment
- There is development and implementation of management procedures aimed at ensuring the safe use of work equipment in all work situations.
- Any equipment that is either borrowed (from another branch) or hired must be accompanied by its maintenance/inspection records and any technical files that outline its safe method of use and any intrinsic hazards associated with its operation.

These records are to be controlled by the Branch Manager or Director

## **12. HEALTH, SAFETY AND WELFARE**

The Workplace (Health, Safety and Welfare) Regulations 1992 require BMG employees to make suitable provisions to ensure the health, safety and welfare of BMG's employees and non- BMG employees whilst at work.

All Managers must ensure

- Workplaces should be clean and free from accumulations of dust, grease or other potentially hazardous substances.
- Faults on equipment should be reported and the equipment taken out of use where there is a hazard pending repairs, all such repair should be completed within 28 days.
- 
- Entrances and exits to BMG premises should be safe and clearly marked, without obstruction.
- Fixtures and fittings should be inspected on a regular basis and faults rectified by appropriate and qualified persons.
- Safety equipment should be regularly maintained.
- All rooms should have adequate ventilation, lighting and heating and failures should be reported immediately to the appropriate Manager.
- Toilets and washroom facilities should be cleaned daily and must be adequate for

the number of people using them.

- Kitchens have particular requirements which must be complied with
- Hazardous substances must be labeled clearly and stored safely protective clothing provided where necessary, as a last resort when safer substances are not available.
- Adequate working space is required and overcrowding must not occur.
- Suitable provision must be made for the rest of BMG's employees during rest breaks.
- Suitable facilities must be available for pregnant or breastfeeding BMG employees to rest.

### **12.1 Health & Wellbeing**

BMG will establish, promote and maintain the mental health and wellbeing of all employees through workplace practices. Our goal is to build and maintain a workplace environment and culture that offers support and prevents discrimination. All employees will be encouraged to take responsibility for their own mental health and wellbeing and to take reasonable care that their actions do not affect the health and safety of other people in the workplace.

**Refer to Mental Health, Wellbeing & Stress, Work, Life, Balance and Menopause at Work policies.**

### **13. FIRE PRECAUTIONS**

All BMG premises and workplaces should be equipped with appropriate fire alarm systems, preferably audible and visual and emergency firefighting equipment.

Each office or project must have a clearly established procedure for the evacuation of the building in case of fire.

Firefighting equipment must be provided as per risk assessment and be checked at least annually by a reputable maintainer.

Fire notices should be clearly displayed in each room indicating:

- What to do in the event of a fire
- Where to leave the building
- Where to meet outside
- To whom people should report

Fire Alarm points should be clearly marked and the system checked weekly. Fire drills should be held at least once every six months.

Evacuation procedures in case of a fire or a bomb alert, etc. should be briefed to all BMG employees at least once every year and to all new BMG employees on their first day at work.

All fire exits should be clearly marked and kept clear of obstruction, as should all main escape routes.

Fire doors should comply with the appropriate British Standard.

The absence or misuse of firefighting equipment or propping open of fire doors, etc. is considered misconduct that may result in disciplinary action.

#### **Fire Risk Assessments**

Fire risk assessments will be carried out on an annual basis, these will be organized by the Branch Managers. The assessments will be carried out under the guidance of a Health and Safety Consultant from Hollyoak Consulting Ltd.

On completion the assessments will be forwarded to the Health and Safety Group meeting, any resources that are required to protect the company's employees and the company assets will be resourced from here.

The Branch Managers are to hold a copy of the Fire Risk Assessment to assist him with carrying out regular fire prevention inspections. A copy of the assessment is also to be forwarded to the HR.

If at any time the Branch Managers have any doubts as to the effectiveness of the assessment or any controls in place or he requires assistance in fire prevention or emergency arrangements he is to contact Hollyoak Consulting Ltd health and safety department via HR.

#### **14. FIRST AID PROVISIONS**

BMG will ensure a risk assessment is completed to assess the required number of qualified first aid staff that will be required at each site.

BMG following the risk assessment of each work place will ensure that an adequate

number of trained first aiders are available. BMG will ensure that adequate first aid facilities are supplied, as per requirements of the Health and Safety (First Aid) Regulations 1981.

Areas the risk assessment should cover are:

- Nature of work
- Size of workforce
- Previous performance
- Nature and distribution of workforce
- Remoteness of sites
- Employees on shared sites
- Absence of first aiders

The equipment level must match the needs of the workplace.

First aid boxes and kits should contain sufficient quantities of suitable first-aid materials and nothing else. Each first aider will be issued with a first aid kit which they are responsible for checking and resupplying as necessary from company resources, the on-site first aid kits at each branch will be checked at monthly intervals by the appointed first aider and their findings reported to HR.

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be re-used. The use of eye baths/cups or refillable containers is not recommended.

If the risk assessment shows that a qualified first aider is not required, at least one BMG employee should be designated as an 'appointed person'.

The appointed person must have emergency first aid training. This is normally a one-day course that includes the following:

- Knowledge of the requirements for the contents of the first aid box
- Know how to call for secondary aid
- Assessment of airway, breathing and circulation
- Assessment of casualty
- Recovery position
- Cardio-pulmonary resuscitation

- Control of bleeding, burns and shock
- Specialist areas, e.g. asthma, epilepsy and diabetes if required

### **15. PREGNANT WORKERS**

Provision will be made to assess BMG's new or expectant mothers. The phrase 'new or expectant mother' means a worker that is pregnant or who has given birth within the previous six months or who is breast feeding.

Given birth means having delivered a living child or, after 24 weeks of pregnancy, a stillborn child.

A pregnant worker is someone whom has given her line manager a letter from a doctor or midwife certifying pregnancy.

Pregnant workers are a 'particularly sensitive risk group' they should be protected against hazards at work.

More particularly, the impact on pregnancy of working activities regarding exposure to chemical, physical or biological agents should be evaluated. Also when the nature of the activity can endanger their health, safety and welfare, their working hours and conditions should be adapted to alternative duties, without a reduction in pay and employment rights.

A Risk Assessment will be carried out on all new or expectant mothers.

At least 15 weeks before the due date of the baby BMG will need to know what planned

maternity leave is intended this can be done in writing to there line manager. New or expectant mothers most inform BMG of when statutory maternity pay should start and

finish. This also applies to paternity leave.

### **16. DANGEROUS WASTE**

Procedures must be identified in each workplace for the safe disposal of waste that could be hazardous, e.g.

- Waste paper should be removed regularly to a place where risk of fire is negligible
- Rags, cloths and other flammable waste should be kept in metal containers which are outside BMG's buildings and not easily accessible, except for their proper usage

- Empty containers used for chemicals (bleach, inks, photocopier toners, etc) should be inaccessible to anyone who could be hurt by their contents
- Broken glass should be wrapped in newspaper or other thick paper before disposal

## **17. TRAINING**

BMG's Managers

Shall review each BMG employee under their control for training needs for health, safety and welfare on an annual basis and this should be added to their training plan.

All employees are given specific training according to their job on induction to the company.

Such training may be supplied internally by BMG on a group or one-to-one basis, or external trainers could be used in the areas where specialist knowledge is required.

Each manager shall ensure that when a new process operation or machinery is introduced, all BMG employees will be given adequate training to allow him or her to carry out their work safely and without causing damage.

Each near miss or dangerous occurrence may highlight a need for retraining to ensure the situation does not recur. This will be a Manager's decision.

Resources will be made available to allow essential health, safety and welfare training.

Records will be kept of all training given.

**17.1 Forklift training every 3-5 years unless change of machinery or workplace.**

**17.2 Asbestos Awareness – UKATA Accredited Courses**

## **18. LONE WORKERS**

BMG's Managers

Are responsible for ensuring that adequate contact is kept with lone workers.

Wherever possible 'lone working' should be avoided in areas with particular hazards and dangerous work.

BMG employees are required to observe all policies and procedures to the safe conduct of lone working as stated in the lone working assessment.



## **19. ELECTRICAL SAFETY**

The Electricity at Work Regulations 1989 requires careful consideration of the following where any work on or near electrical systems give rise to danger and the possibility of personal injury.

BMG'S Managers must ensure

- All electrical equipment, systems, etc. including connections such as plugs and sockets are suitable, properly designed, constructed and installed and situated to prevent a hazard.
- All electrical equipment is correctly maintained and kept in good working order. Accurate and up to date records showing regular inspection are ongoing and essential to an effective preventative maintenance programme.
- That any work activity is carried out in such a way not to give rise to danger.
- That wherever possible work on electrical systems should be carried out after a system has been made dead. In situations where there is doubt to the status of the equipment, it should be assumed to be live and appropriate action taken.
- That work activities are carried out safely, special regard being given to the available space around the equipment/activity, unobstructed access and adequate lighting.
- An approved electrical contractor under the control of the Branch Manager will test portable electrical appliances on a yearly basis. The list of portable appliances is outlined on the test certificate list as issued by the contractor.
- Branch managers are to ensure that all electrical equipment is subjected to a visual inspection before use; any equipment, which is suspect, must be withdrawn from service immediately and brought to the attention of the Branch Manager for repair or replacement.

## **20. CONTROLS OF VISITORS AND CONTRACTORS**

### **BMG's Managers**

**20.01** Those managers who deal with contractors have the responsibility of ensuring those contractors maintain high safety standards in line with safe working practices.

- Contractors may be engaged on a variety of tasks and are not necessarily accustomed to the safety standards by BMG.
- Contractors and subcontractors shall observe BMG's health, safety and welfare rules and instructions.
- Contractors shall not work in BMG's premises until relevant health, safety and welfare rules are understood and accepted.



- Contractors and visitors shall wear any necessary protective clothing in working areas whilst on site.
- All visitors should report to each site reception during normal working hours. Visitors should be logged on/off sites. Visitors should be advised regarding specific fire/ emergency site evacuation and any specific site hazards.
- Contractors should examine the work area after the completion of each work period to ensure that no hazardous conditions exist and that housekeeping is maintained to a high standard.
- Roof work – to specify the precautions necessary for fragile roof work e.g.: duck boards.

#### **20.02 Selection of Contractors**

The selection of any new short-term contractors will be the responsibility of the Branch Managers.

The following procedures must be followed:

- The Branch Manager must consult the approved suppliers list to see if there are already any approved contractors who may fulfil the task.
- If not, then a service level agreement form must be used to decide on whom to source (this will outline guidelines on what makes a contractor competent).
- Any records/documents produced must be copied to HR.
- All contractors undertaking work on behalf of BMG must fill in our pre work questionnaire and reviewed prior to work commencing.

#### **20.03 Drugs and Alcohol Policy**

In the event that an employee presents themselves for work in a state where supervision believes them to be under the influence of drugs (including alcohol) and is not able to carry out their duties in a proper, fit and safe manner, they will not be allowed

to commence work and may be subject to suspension without pay. In addition such occurrence will be dealt with under the normal disciplinary procedures.

Illegal substances' must not under any circumstances be brought on to site. Anyone found to be in possession of any illegal substance will be dealt with under the company disciplinary procedure, and may be dismissed. Random testing may be carried out as per our drugs and alcohol policy posted on all notice boards and reviewed annually.

## **21. WORKING AT HEIGHT**

Gravity and falls from a height

The force of gravity is one of the most critical hazards that industry has to face in its everyday operations. It is a force of attraction between objects, which one cannot feel, hear, smell, or see, yet its effects are experienced if something is dropped. If a worker falls from a height, the resulting impact will invariably produce serious or fatal injuries. A 3.05 metre fall (10 feet) takes just 0.8 seconds, giving no time to react, and results in an impact velocity of 7.74 metres per second (17.3 miles per hour). The force of gravity cannot be isolated, minimised or segregated from workers in the same way as other occupational hazards are, so engineering controls must be devised to protect workers at height from its effects. Such controls are known as “protection from falls from a height”, or “Fall Protection”. This protection can either be provided as:

- Fall prevention or fall restraint — which prevents or restrains a worker from getting into a position from which they could fall, e.g. guard rails, barriers and fall-restraint systems
- Fall limitation or fall arrest — which, should a worker fall, limits the extent of the fall or “arrests” the fall, e.g. safety nets and fall-arrest systems.

Where persons may fall a distance, or be struck by a falling object likely to cause personal injury, suitable and effective measures must be taken, so far as is reasonably practicable, to prevent such events.

Any areas where these events may occur must be clearly indicated. The measures taken should not, so far as is reasonably practicable, include the provision of personal protective equipment (PPE) and the provision of information, instruction, training and supervision, i.e. PPE, information, instruction, training and supervision are only acceptable as control measures if the risks cannot be avoided or reduced in any other way.

All ladders must conform to EN131 in line with regulation changes in November 2018 and the top three rungs must never be used.