

Bisley

Health & Safety Policy

About Bisley

Bisley conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey, Clifton Street in London and the main showroom located in Dallington Street, London. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both commercial and private sectors.

Our Philosophy

The Bisley philosophy is to continuously re-invest in major capital projects with the objective of providing manufacturing excellence. In the past 20 years, Bisley has invested over £80m. The production and distribution facilities, totalling 52,000m², deliver a combined output of 15,000 finished steel storage cabinets per week.

Bisley employs the most advanced manufacturing processes from in-house tool-making and computer aided design (CAD) through to precision folding, robotic welding, CNC drilling, and laser cutting and automated plants for powder paint application. This philosophy has enabled the Bisley Group to become Europe's largest manufacturer of steel and wood based storage products for the office and industrial environments.

Our Vision

To understand our customer needs and to ensure the continued success of the company through reinvestment in order to create a centre of Lean manufacturing excellence, together with long-term secure employment for all our employees.

Scope of the Health & Safety Policy

Bisley is committed to the health and safety of all employees and other persons who may use its facilities.

The Company aims to comply with all current and future legislation and codes of practice covering health and safety issues. We will promote best practice as far as possible with a view to exceeding the guidance of the Health and Safety Executive and other regulatory organisations.

The Company continuously promotes awareness of health and safety and good practice through effective communication of relevant information and provides adequate resources to meet this objective. It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout the organisation.

The Company will ensure the provision of training, instruction and supervision of all employees in health and safety matters as required. There will be active open communication and consultation between employee, sub-contractors and stakeholders. Health and safety will be integrated into our communications, wherever appropriate.

The Company aims to provide a working environment, which is as free from work-related accidents and ill health as far as is reasonably practical by undertaking assessments of the risks involved in all aspects of the Company's operations and by investment in plant and machinery, which is inherently safe and compliant.

We will inform employees, sub-contractors and stakeholders as appropriate of all workplace hazards and we will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.

The Company will ensure all employees have the competence to undertake their work with minimum risks to health and safety. All employees will be adequately instructed and trained on health and safety issues that affect them and the safe working practices that should be followed to ensure health and safety is not compromised for other objectives. We will also recruit employees with the technical knowledge and skills to maintain

good health and safety working practices and issue safe working procedures as appropriate.

The Company will review at Board level all health and safety requirements on an annual basis and continually monitor the effectiveness of the Policy and revise and update when necessary. Senior management will demonstrate leadership in health and safety by ensuring that health and safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise health and safety concerns with management.

The Company will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management and culture. We will review and report on our health and safety performance and improvement plans to further introduce corrective actions to prevent recurrences.

Sub-contractors will need to provide details of their health and safety capability and competence to fulfil our expectations and also ensure their work activities have minimal health and safety impacts on our activities and employees.

We will assess our occupational health risks and employees will be informed of the occupational health risks associated with their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing employee's fitness for work. Health surveillance will be conducted to satisfy and/or exceed health and safety legislation.

Signed: *R Costin*
RICHARD COSTIN
Chief Executive

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