



This is the Health & Safety Policy Statement of BSB Outdoor Ltd. (hereinafter referred as BSB).

- Provide adequate control of the Health & Safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work related ill health
- Maintain safe and healthy working conditions;
- Review and revise this policy as necessary at regular intervals

Signed on behalf of BSB Outdoor Ltd. by Simon Legg

A handwritten signature in blue ink that reads "Simon Legg". The signature is written in a cursive, flowing style with a large loop at the end.

January 1st, 2010

REVIEW DATE December 31st 2010

Responsibilities

Overall responsibility is that of Simon Legg, who is also the designated Health & Safety (H&S) officer. Day to day responsibility for ensuring this policy is put into practice is delegated to Richard Legg. If working off site responsibility is delegated to the manager responsible for the off site work. They are also responsible to ensure health and safety standards are maintained and improved.

Simon and Richard Legg are Directors of BSB.

Company responsibilities

The Directors have responsibility for developing an overall policy for staff training incorporating health and safety awareness. The Health & Safety (H&S) Officer has a key role in promoting awareness of, and developing positive attitudes to health and safety at BSB.

With the help of designated staff, the H&S Officer shall be responsible for drafting, developing and updating policy, instruction and guidance on behalf of the company.

Employee responsibilities

- Must co-operate with Directors on health and safety matters
- Must not interfere with anything provided to safeguard their health and safety
- Have a duty to report all health and safety concerns to an appropriate person as detailed in this policy statement

Management of Health & Safety at Work regulations 1999

Health & Safety risks arising from our work activities.

Key areas of risk

- Regular use of machine and hand tools
- Electricity
- Fire
- Manual handling
- Slips, trips and falls
- Stress
- Substances hazardous to health
- Environmental comfort factors
- Solo working
- Smoking
- Hygiene & welfare
- Visits to sites
- Working at height
- Visits to clients premises
- Verbal and/or physical abuse

Risk assessments will be undertaken by the Directors and the finding of the risk assessment will be discussed at Directors meetings and any corrective action undertaken.

Action required to control or remove risks will be approved by the Directors. They also responsible for ensuring that the action required be implemented and for checking that the actions have removed or reduced the risks.

Assessments will be reviewed every twelve months, or when the work activity changes.

Consultation with employees

Employee representatives are designated on rotation basis and consultation with employees is provided via the monthly staff meeting and monthly Directors meeting.

Safe plant & equipment

All staff & Directors are responsible for identifying equipment needing maintenance and report to the board of Directors.

The Directors are also responsible for:

- Ensuring that effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is implemented.
- Checking that new equipment meets health and safety standards before it is purchased.

Safe handling of substances

The Directors are responsible for identifying substances requiring a COSHH (Control of Substances Hazardous to Health) assessment, for undertaking COSHH assessments, for ensuring that all actions identified in the assessments are implemented and for ensuring that all relevant employees are informed about the COSHH assessments.

Assessments will be reviewed every six months or when the work activity changes, whichever is the soonest.

Information, instruction and supervision

The Health & Safety law poster is displayed on the staff notice board and leaflets are issued as part of the new employee induction process. It is the Directors' responsibility to give Health & Safety advice and information to employees who are working at locations under the control of other employers.

Health & Safety induction training

Will be provided for all employees by the Director responsible for induction and training and this induction training will be recorded on individual staff training records.

Reporting accidents & first aid

All accidents and cases of work-related ill health are to be recorded in the accident book, which is kept at the Director's office. The first aid boxes are also kept in the Director's office.

The appointed first aiders are Simon Legg and Richard Legg who are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions and ensure our safe working practices are being followed, spot checks will be undertaken between risk assessments by the H&S officer. They are also responsible for investigating work-related causes of sickness absences, for investigating accidents and for acting on investigation findings to prevent recurrence.

Emergency procedures - fire and evacuation

The H&S officer is responsible for:

- Ensuring the fire risk assessment is undertaken and implemented
- Ensuring that escape routes are checked and clear every week
- Checking that fire extinguishers are checked monthly and maintained annually
- Ensuring that emergency evacuation / fire drills are tested every quarter.