



# BSB Outdoor Ltd

## Company Profile

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## General information

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Company name	BSB Outdoor Ltd
Trading names	BSB BSB Awnings BSB Outdoor BSB Shelters BSB Signs BSB Soft Play
Address	1 Railway Terrace Walthamstow London E17 4DD
Telephone	020 8531 8844
Fax	020 8 523 2522
email	info@bsboutdoor.co.uk
Company registration number	06755985
Registered	24 <sup>th</sup> November 2008
Registered office	1 Royal Terrace Southend on Sea Essex SS1 1EA
Directors	Richard Legg (Managing) Simon Legg



## Financial information

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Bank	Lloyds TSB Bank plc
Branch	Walthamstow Business Centre PO Box 1000 London BX1 1LT
Sort code	30-99-08
Account name	BSB Outdoor Ltd
Account number	00109801
Company registration number	06755985
VAT registration number	979 9994 00
Insurer	Swinton Commercial
Policy number	LE005685155
Valid from	07/05/2013
Expiry date	06/05/2014
Employer's Liability	£5,000,000
Public liability	£5,000,000

## Employer's liability insurance



### Tradesman Insurance New Business Schedule

<b>Insured Name:</b>	B S B Outdoor Ltd
<b>Postal Address:</b>	1 Railway Terrace Walthamstow London United Kingdom
<b>Post Code:</b>	E17 4DD
<b>Business:</b>	Sign Erectors, Builders - All Premises

<b>Your agent is:</b>	Swinton Commercial	<b>Agency No:</b>	N/A
<b>Agent Ref:</b>	Darren Hines		
<b>Address:</b>	98 High Street		
<b>Post Code:</b>	CM12 9XT		
<b>Telephone No:</b>	01277 314 810	<b>Fax No:</b>	01277 314817
<b>Email Address:</b>	www.swintoncommercial.co.uk/billericay		
<b>If after reading your schedule you have any questions, please contact your agent as noted above.</b>			

<b>Policy Number:</b>	LEE005685155	<b>Renewal Date:</b>	07/05/2014
<b>Effective Date:</b>	07/05/2013	<b>Date of Issue:</b>	07/05/2013
<b>Expiry Date:</b>	06/05/2014		

First Premium:	£652.74
Insurance Premium Tax:	£39.16
<b>TOTAL AMOUNT CHARGEABLE:</b>	<b>£691.90</b>

#### Policy Endorsements and Warranties

##### TRM61 - Gas Fitting Exclusion

We shall not be liable in respect of any claim arising out of or in connection with the servicing or fitting of gas appliances.

#### SECTION 1: PUBLIC LIABILITY

##### Section Endorsements and Warranties

Policy Number: LEE005685155

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NIG policies are underwritten by U K Insurance Limited, The Wharf, Neville Street, Leeds, LS1 4AZ. Company No.1179980.  
U K Insurance Limited is authorised and regulated by the Financial Services Authority. Calls may be recorded.



**moorhouse**  
*insurance to smile for*

Barclay House  
2 - 3 Sir Alfred Owen Way  
Caerphilly  
CF83 3HU

## TO WHOM IT MAY CONCERN

Tradesman Liability

Re - BSB Outdoor Ltd

Policy Number - B1811320007031

Policy Insurer - MMA Insurance

We have pleasure confirming cover as follows:

Public Liability Limit of Indemnity -	£5,000,000
Employers Liability Limit of Indemnity -	£10,000,000
Inception Date -	30/04/2012
Expiry Date -	29/04/2013

If you have any questions, please do not hesitate to contact us on 02920 881500.

Yours sincerely

Moorhouse Insurance

Moorhouse Group Limited Barclay House, 2-3 Sir Alfred Owen Way, Caerphilly, CF83 3HU.  
Moorhouse Group Limited is authorised and regulated by the Financial Services Authority (FSA) to arrange general insurance contracts. FSA registered number 308035.



## CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

(Where required by regulation 5 of the Employers Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by policy)

Where the policyholder is a company with one or more subsidiaries to which regulation 3(2) of the Regulations applies the policy covers the holding company and only the named subsidiaries (a).

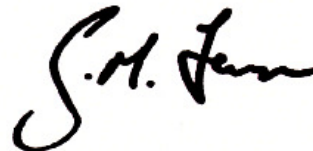
Policy Number: B1811320007031

- |  |                 |
|--|-----------------|
| 1) Name of Policyholder and/or Trading Name: | BSB Outdoor Ltd |
| 2) Date of commencement of insurance:        | 30/04/2012      |
| 3) Date of expiry of insurance:              | 29/04/2013      |

We hereby certify that subject to paragraph 2:-

1. The policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) The minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of MMA Insurance plc (Authorised Insurer)



Managing Director

### Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specifically applicable law as provided for in regulation 4(6) of the regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.



## Health & Safety Policy Statement

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, reading 'Simon Legg', with a large, stylized flourish at the end.

January 1st, 2012

REVIEW DATE December 31<sup>st</sup> 2012

## 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.

## Quality statement



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(BSB is a trading style of BSB Outdoor Ltd.)

### Philosophy

BSB will constantly strive to deliver the finest quality of service, manufacturing quality and customer relations, consistently delivering exceptional manufacturing quality and on-site service, sound strategic thinking and honest common sense advice to all its clients.

### Objectives

To create a financially successful business working with national and international clients that will offer quality, enriching, fulfilling employment for its directors & staff, and value to its shareholders whilst working within its policies on quality, equal opportunities employment, health & safety and the environment.

### Overall

- BSB aims to ensure that the needs of our clients are clearly understood and met through close liaison at all stages of our work
- We ensure we only accept work within our areas of expertise and within our capacity to deliver within the project plan
- All work is conducted to a high professional standard with sensitivity, technical and commercial integrity
- We communicate clearly and effectively with everyone
- The company is committed to effective quality management at every level within the business. Central to the philosophy of the company is the belief that quality is the responsibility of every member of staff and the quality policy is upheld and supported by management at all levels.

## Reporting

- Reporting will be as jargon free as is possible and accessible
- All documents will be reviewed by Directors prior to submission to a client.

## Staff

- A nominated Director is responsible for the work of the project, including that of sub-contractors
- Staff and sub-contractors are selected on the basis of how their skills meet the requirements of the project
- Staff and Directors receive appropriate training which is reviewed periodically during the firms appraisal process
- Staff are given appropriate authority and resources within the scope of their responsibilities which are set out in their written job description and forward job plan
- Periodic audits and reviews of staff and project work are undertaken to ensure that standards are maintained and opportunities for improvements sought.

## Project management

- The project plan which has been agreed with the client is clear, achievable and rigorously followed and managed
- Any changes to the project plan are agreed by BSB and the client; a project Variation Notice will be issued detailing the variations to the original project plan
- The progress of projects is subjected to review by meetings and projects are managed via a hard copy and on-line system. Agenda minutes and action points from these are recorded with other key project information.
- Risk, issues and learning logs are maintained throughout the projects

- Issues are managed using corrective action techniques
- A project debrief is undertaken at the end of the project and a project closure statement is issued and signed by both BSB and the client

#### Data control

- All appropriate documentation is maintained, controlled and archived
- Electronic data is maintained and backed up on networked servers. Every week a full copy is cycled to a separate physical location.

### Definitions

For the purposes of this document, the following terms apply:

- BSB is a trading style of BSB Outdoor Ltd.
- Management is defined as the Directors, and managers of the organization.
- Environmental aspects are the elements of BSB's activities, products and services that can interact with the environment.
- Environmental impacts are the changes to the environment that result from BSB's environmental aspects.

### Policy Statement

BSB acknowledges that the environment can potentially be impacted by any of its activities, products and services. This policy sets out how the organization will manage, monitor, measure and otherwise be accountable for its ongoing environmental performance.

In the implementation of this policy, BSB will adhere to the requirements of relevant local, national and international law pertaining to the environmental aspects and impacts of the organization and ensure that this policy kept up to date in line with those requirements.

BSB is committed to prevent pollution wherever possible and will ensure that as well as optimising new products, services and processes to facilitate this prevention, existing systems and processes are reviewed in order to identify areas for pollution prevention. For each product, service, system or process, this will be achieved by:

- eliminating the use of polluting materials or technologies;
- reducing the use of polluting materials or technologies;
- recycling or reusing materials within BSB;

- transferring materials or waste outside of BSB for recycling or reuse; and, where no other option is available, controlled disposal or incineration.

BSB will integrate environmental management procedures, processes and planning with the general operations of the organization to maximise the potential reduction of the organizations environmental impact. Furthermore it will ensure that where possible, products are designed and developed in such a way as to reduce the environmental impacts of their users.

Through the use of environmental performance evaluation procedures and key performance indicators, BSB will seek continual improvement in its environmental performance. This will be achieved through the proper implementation of its environmental management system. The design, development and management of the environmental management system, related procedures and indicators is the responsibility of senior management.

Through the implementation of this policy, BSB will set a leading example of good environmental management for its industry.

It is the responsibility of management to ensure that this policy is implemented throughout the organization, and the responsibility of the Managing Director to ensure that this policy is properly maintained and up to date.

Signed on behalf of BSB by Simon Legg

A handwritten signature in blue ink that reads "Simon Legg". The signature is stylized with a large, looping initial 'S' and a long, sweeping underline.

January 1st, 2013



## Notes

- Policy approved by Simon Legg on January 1<sup>st</sup> 2012
- A paper copy of this policy is kept at the registered office of BSB Outdoor Ltd.
- A copy of this policy has been made available to all staff members who are responsible for circulating this policy as appropriate to interested parties. By virtue of fully completing this interactive Environmental Policy template, BSB has ensured that it remains legible and is fully identifiable
- This policy will be reviewed annually
- This policy should be considered as part of a set of policies that include: Equal opportunities employment policy, Privacy policy, Accessibility policy and the Health and Safety policy



## Terms and Conditions of Sale

These terms and conditions apply as soon as we (BSB) accept your organisation's instructions to go ahead with manufacturing and installing something (the Order).

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### Quotations and orders

Our quotations are valid for 6 months from the date shown on the quote, so we may need to review and re-price the original quotation should the 6 months be exceeded without an Order. Any changes you make to the Order may need a re-quote.

### Payment terms

These are confirmed on receipt of your Order. We need an initial payment of 50% of the total project cost no later than 6 weeks before installation date, with the balance payable at the time of completion. Your organisation is not entitled to withhold payment from us because of any claim against us.

### Installation date

This is confirmed on receipt of your Order. For shelters, canopies, wet-pour safety surfacing, fencing etc, installation is normally 6-8 weeks from date your Order is confirmed.

If you have agreed to complete preparatory work on the site prior to installation, you must tell us at once if the work is going to be delayed for any reason. Delays may result in an additional cost based on any expenses met by BSB resulting from the delay.

### Termination

Cancellation of an order becomes effective once accepted by BSB in writing and on condition that all costs and expenses incurred up to the time of cancellation are reimbursed by your organisation.

### Limitation of Liability

BSB's liability arising for any reason in connection with this contract shall be limited to the original value of Goods.

### Infringements

The Customer shall indemnify BSB against all damages, penalties, costs and expenses arising out of any claim by any third party resulting from any work carried out by BSB in accordance with the Customer's specifications.

### Guarantee

Our workmanship and the materials we use are guaranteed for a period of 5 years. Full details are available from our website:

**<http://www.bsbshelters.co.uk/PurchasingGuide.html>**

## Referees

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Jenny Payne  
Deputy Headteacher  
Olga Primary School  
Lanfranc Road  
London E3 5DN

Phone: 020 8981 7127



Stephan Cook  
Headteacher  
St Faiths Church of England Primary School  
Alma Rd East Hill London  
SW18 1AE

Tel: 020 8874 2653



Ralph Silverman  
Headteacher  
Honilands Primary School  
Lovell Road  
Enfield  
Middlesex EN1 4RE

Tel: 01992 701012



Jan Beames  
Headteacher  
Cherry Orchard Primary School  
Rectory Field Crescent  
London SE7 7DG

Tel: 020 8856 6766





## Warranty

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BSB Outdoor Ltd. ("BSB") warrants that the product(s) supplied and installed at the buyer's premises ("Product") is free of material defects in materials and workmanship that result in Product failure during normal usage, according to the following terms and conditions:

- 1) The warranty extends only to the original end-use purchaser and holder of this warranty ("You" or "Your") and is not transferable or assignable to any subsequent purchaser.
- 2) During the Warranty Period (as provided below), BSB will repair, or replace, at BSB's sole option, any defective parts or any parts that will not properly operate for their intended purpose with new or refurbished parts if such repair or replacement is needed.
- 3) The warranty for the Product extends for **5 years** from the date of your purchase ("Warranty Period").
- 4) BSB will pay for the labour charges incurred by BSB in repairing or replacing the defective parts during the **5 years**.
- 5) You will not have to pay for any such replacement parts.
- 6) BSB also warrants that the repaired or replaced parts will be free from defects in material and workmanship for a period of **90 days** from the date of repair or replacement, or for the remainder of the Warranty Period, whichever is greater.
- 7) The warranty does not apply to:
  - a) Damage caused by normal wear and tear, abnormal use or conditions, misuse, neglect, abuse, accident, improper handling or storage, unauthorized modifications, alterations, or repairs, improper installation, undue physical or electrical stress, operator error, non-compliance with instructions or other acts which are not the fault of BSB.

- b) Damage from external causes such as floods, storms, fires, sand, dirt, earthquakes, an Act of God, electrical surges or theft.
  - c) Any defect occurring after the expiration of the Warranty Period or where BSB was not advised in writing of an alleged defect or malfunction within seven (7) days after the expiration of the Warranty Period.
- 8) BSB's limit of liability under the warranty is the actual cash value of the Product at the time. BSB will not be liable for any other losses or damages. These remedies are Your exclusive remedies for breach of warranty.
- 9) The foregoing warranty is your sole and exclusive remedy and is in lieu of all other warranties, express or implied. To the extent permitted by applicable law, BSB hereby disclaims the applicability of any implied warranty of merchantability, fitness for a particular purpose or use for the product. If such a disclaimer is prohibited by applicable law, the implied warranty is limited to the duration of the foregoing written warranty.
- 10) BSB will not be liable for any indirect, incidental, special, punitive or consequential damages, or damages, including but not limited to any lost profits, savings, data, or loss of use, any third party claims, and any injury to property or bodily injury (including death) to any person, arising from or relating to the use of this product or arising from breach of the warranty, breach of contract, negligence, tort, or strict liability, even if BSB has been advised of the possibility of such damages.
- 11) This is the entire warranty between You and BSB and supersedes all prior and contemporaneous agreements or understandings, oral or written, relating to the Product, and no representation, promise or condition not contained herein will modify these terms.





File Copy



**CERTIFICATE OF INCORPORATION  
OF A PRIVATE LIMITED COMPANY**

Company No. 06755985

The Registrar of Companies for England and Wales hereby certifies that  
BSB OUTDOOR LIMITED

is this day incorporated under the Companies Act 1985 as a  
private company and that the company is limited.

Given at Companies House on 24th November 2008



\*N06755985W\*



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



**Companies House**  
— for the record —

The above information was communicated in non-legible form and authenticated by the  
Registrar of Companies under section 710A of the Companies Act 1985