



# **HEALTH AND SAFETY POLICY**

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## DOCUMENT HISTORY

<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Change Details</b>
<b>B</b>	<b>21/10/15</b>	<b>NC</b>	RE-WRITTEN
<b>C</b>		<b>LK</b>	UPDATED WITH NEW BEE LIGHTING LOGO AND NAME
		<b>LK</b>	UPDATED PAGE 4 – CHANGED RESPONSIBLE PERSON FOR HEALTH AND SAFETY FROM RICHARD WALSH TO PHIL CAULWELL
<b>D</b>	<b>18/12/17</b>	<b>NC</b>	UPDATED PAGE 4, 10 – MERSE ROAD ENTERED. PAGE 12 – FIRST AIDERS ADDED – MOLLY NICHOLLS AND ELAINE CHILDS
<b>E</b>	<b>14/11/2019</b>	<b>NC</b>	Emergency Evacuation _ Unit 59 & 60 Removed. First Aider Updated Elaine Childs & Molly Nicholls removed John Gibbs added
<b>F</b>	<b>20/11/2019</b>	<b>MH</b>	COSHH section ‘report new items to production technician’. Smoking area – Merse road only. Evac process – assembly point Merse road only. First aid boxes – locations added. Removed ‘uncontrolled if printed’. Updated contents and headers.
<b>G</b>	<b>22/01/2020</b>	<b>MH</b>	Added employer’s liability insurance section, Added induction and training section, added ‘risk assessments’ into ‘workplace inspections’ section, added ‘persons at potential risk’ section, update PPE section, added ‘electrical and gas safety’ section, added ‘accident and near miss investigation section’, updated contents page
<b>H</b>	<b>02/07/2020</b>	<b>MH</b>	Fire Marshall added (involved in risk assessments), H&S coordinator & TL’s to conduct regular inspections of areas, ‘review date’ added to document, Nicola Clarke added to first aider list.
<b>I</b>	<b>06/11/2021</b>	<b>MH</b>	Page 3 – title ‘statement of intent’, list of first aiders updated, list of first aiders title changed to ‘responsibilities for Health & Safety’
<b>J</b>	<b>03/03/2022</b>	<b>MH</b>	Added Adam Gurnett to first aider list
<b>K</b>	<b>29/09/22</b>	<b>NC</b>	First Aiders – Adam Gurnett, removed, Christine Compton added. Fire Safety – Add Fire Protection to title. New title added (Incident & Accident Management) Emergency Preparedness added to policy. Employment of under 18’s added to policy
<b>L</b>	<b>01/06/23</b>	<b>CC</b>	Removal of Directors. General Manager added, Change of H&S Co-Ordinator. Removed first aiders. Now see notice boards for qualified persons.
<b>M</b>	<b>03/06/24</b>	<b>NC</b>	Removal of General Manager. Directors added. Human & Physical factors added under Work Environment.

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## STATEMENT OF INTENT

It is the policy of Bee Lighting Ltd to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Bee Lighting's Health and Safety objective is to minimize the number of instances of occupational accidents and illnesses and ultimately to achieve an accident free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The company recognizes and accepts its duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of Bee Lighting will do all that is within its powers to ensure the health and safety of its employees, it is recognized that health and safety at work is the responsibility of everyone associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

The management will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or manager. An effective health and safety programme require continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person.

All injuries, however minor, sustained by a person at work must be reported to a Team Leader or Manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Bee Lighting's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed and updated, if required, at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are documented.

**Signed**



**Name** Colin Fulford  
**Title** Operations Director  
**Company** Bee Lighting Ltd  
**Date** August 2014  
**Review date** June 2024

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## **EMPLOYERS LIABILITY INSURANCE**

We will ensure that relevant insurance policies are in place as required by legislation and provide additional assurance in the workplace to our employees.

The insurance policy certificate will be displayed in a prominent accessible position on our premises or employees will have reasonable access to an electronic version of the certificate. A copy of the out-of-date certificates or our insurance details will be kept for 40 years in case a current or former employee makes a future claim against the company.

## **INDUCTION AND TRAINING PROCEDURE**

Bee Lighting will provide a comprehensive induction schedule, with health and safety being a key element. It will be the responsibility of the Health and Safety Co-Ordinator or the relevant departmental manager to carry out the health and safety element of the induction training. All induction training will be in a documented format, with signatures from both the inductor and inductee once the process is completed.

Training is an important way of achieving employee competence at all levels and ensuring safe working practices are utilized.

We will also provide job-specific training, including any necessary health and safety sections, for employees to ensure they are able to carry out their job without perceived risk to themselves or others. Job-specific refresher training will also be provided to allow continued competence.

## **RESPONSIBILITIES FOR HEALTH & SAFETY**

The person with overall and final responsibility for health and safety in Bee Lighting Ltd is the Directors – Colin Fulford & Paul Crees.

The person responsible for overseeing, implementing and monitoring the policy is the Health and Safety Co-Ordinator – Nicola Clarke

The Director will be responsible if the Health and Safety Co-Ordinator is absent.

Health and Safety is applied to the following areas:

<u>Area</u>	<u>Responsibilities</u>	<u>Reporting to</u>
Merse Road	General Safety	Directors

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## **CONSULTATION**

The Management Team of Bee Lighting sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by encouraging all employees to discuss safety issues with Team Leaders at any time.

All information related to safety issues will be posted on the noticeboards and TV show.

All employees will be encouraged to bring their health and safety concerns, issues or suggestions to the attention of the Health and Safety Co-Ordinator or General Manager responsible for safety.

## **COMMUNICATION**

The management of Bee Lighting will endeavor to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy.

Bee Lighting communicates with its employees orally, in the form of directions and statements from the General Manager, Managers and Team Leaders, in writing, in the form of this policy statement, and by example.

## **CO-OPERATION AND CARE**

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety Team Leaders and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

## **CONTRACTORS AND VISITORS**

All visitors must sign the visitors' book in the reception area.

Visitors and contractors must always comply with all the safety rules as specified by Bee Lighting Ltd when they are on site, day or night.

Visitors who require access to the manufacturing areas must be accompanied by a member of staff.

Should any injury occur to a visitor, the details must be recorded in the accident book.

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## **WORKPLACE INSPECTIONS & RISK ASSESSMENTS**

It is the policy of Bee Lighting to comply with the Workplace (Health, Safety and Welfare) Regulations.

Regular inspections of the workplace will be conducted by the Health and Safety Co-Ordinator or Departmental Team Leaders on a regular basis. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

All hazards in the workplace will be identified, as well as who is at risk and how they may be harmed. Once identified, we will evaluate the extent of the risks these persons are exposed to, as well as the control measures already in place. Any significant risks will be assessed, and the findings recorded in a written format as required by the Health and Safety Regulations. It is the responsibility of the Health and Safety Co-Ordinator to ensure the relevant risk assessments have been carried out in a written format. These assessments will be made available to those employees at risk.

Risk assessment documentation will be regularly reviewed to ascertain if any new hazards have been introduced into the workplace, to ensure existing control measures are still adequate and to incorporate any changes of legislation or best practice.

Systems are in place to ensure that additional individual assessments of risk will be carried out for young workers and pregnant employees when necessary.

Safe systems of work and permit to work certificates will be applied to assist in managing effectively any significant risks identified in any risk assessment.

## **PERSONS AT POTENTIAL / ADDITIONAL RISK**

Certain persons in the working environment are at a perceived higher level of risk due to their lack of experience and risk awareness, or due to medical or physical limitations. Therefore, young workers, pregnant workers and disabled workers will have individual assessments of risk carried out and appropriate control measures implemented to protect their safety and well-being.

***Pregnant Workers*** - As required by the Management of Health and Safety at Work Regulations 1999, the company will protect their employees who in the future could be a new or expectant mother. A risk assessment will be carried out on the individual member of staff as soon as the company is informed of their pregnancy. The risk assessment will identify any control measures required to protect the well-being and safety of the pregnant employee and her unborn child. The assessment will also identify the required assessment review frequency.

***Young Workers*** - When employing a person under 18 years old, or allowing a person under 18 years old on work experience, the company will assess the risks the young worker will be exposed to before they start work and ensure the appropriate control measures are put into operation. An individual risk assessment will be carried out on the individual young worker which will consider their psychological and physical immaturity,

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inexperience or lack of awareness of existing or potential workplace risks. A copy of the individual risk assessment will also be forwarded to the young workers parents or legal guardians.

**Disabled Workers** - Disability is classified by the Equality Act 2010 as any person having a physical or mental impairment which has substantial and long-term adverse effects on their ability to carry out normal day-to-day activities. The company will ensure any disabled persons applying for a job role or already working for the company will have equal opportunities by making 'reasonable adjustments' to overcome any potential risks they may experience. We will also obtain consent from the disabled person before approaching specialists or their GP who may advise on necessary workplace adjustments.

## **WORK EQUIPMENT**

It is the policy of Bee Lighting to comply with the law as set out in the Provision and Use of Work Equipment Regulations (PUWER) (1998).

Bee Lighting will endeavor to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

It is the responsibility of the person using any portable equipment, or office equipment (e.g. VDU) to ensure that the equipment is positioned in a safe manner and that power leads are not situated where they are likely to cause a hazard.

The use of any work equipment which could pose a risk to the well-being of persons in or around the workplace will be restricted to authorised persons. No person may operate the forklift unless they have received training and have been awarded a certificate of competence.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warning where appropriate.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

It is the policy of Bee Lighting to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992. Personal Protective Equipment will always be used as a last resort in the workplace. If other control measures cannot protect employees from risk, we will provide suitable PPE.

All Personal Protective Equipment provided by Bee Lighting will be properly assessed prior to its provision and will be maintained and in good working order.



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All workers provided with Personal Protective Equipment by Bee Lighting will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

All employees and others required to wear Personal Protective Equipment on our premises will be provided with information and instruction to ensure it is being worn correctly.

Employees who have been provided with Personal Protective Equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor.

## **MANUAL HANDLING**

Any manual handling operation in the workplace likely to cause harm to any employee will be risk assessed.

It is the policy of Bee Lighting to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Any member of staff at risk from manual handling activities will be provided with an appropriate level of manual handling principles training, and job-specific information and instruction to prevent potential injuries.

## **DISPLAY SCREEN EQUIPMENT (DSE)**

It is the policy of Bee Lighting to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations.

Employees who, habitually use display screen equipment need to transfer information to and from the screen quickly; are highly dependent on DSE for everyday tasks; have no choice about using DSE for work; will be classified as a 'user'. We will therefore ensure a competent person carries out an individual risk assessment on the user's workstation and working environment or the individual user carries out their own assessment following detailed documented guidance. Relevant information and training will also be provided to the users.

Bee Lighting will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

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Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organization of the workstation is substantially modified.

## **STRESS AT WORK**

We are committed to protecting the health, safety and welfare of our employees. If an employee feels that the demand of their job is causing them pressure or stress, either temporarily or permanently, they will be encouraged to discuss the matter with their manager, or the Health & Safety co-Ordinator, who will recommend appropriate guidance and assistance. If you think your health is being seriously affected, please consult your GP.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

It is the policy of Bee Lighting to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

Bee Lighting will assess the risks to health from the use of substances in the workplace and provide the necessary precautions.

If possible, exposure to substances hazardous to health will be prevented, if they cannot be prevented, they will be controlled. The equipment used to control exposure will be properly maintained and full training will be provided in its use.

No new substance will be introduced until full data sheets are available and a risk assessment has been carried out. All new substances must be notified to the Production Technician.

Routine monitoring of exposure of workers to hazardous substances and appropriate health surveillance will be carried out when the assessment has shown it is necessary.

All workers will be properly informed, trained and supervised in the control of substances hazardous to health.

## **FIRE SAFETY / FIRE PROTECTION**

It is the policy of Bee Lighting to comply with the law as set out in The Regulatory Reform (fire safety) Order 2005.

Bee Lighting will conduct a fire risk assessment of the premises, the risk assessment will be conducted by the Health and Safety Co-Ordinator and the Fire Marshalls. The fire risk assessment will identify the fire hazards on the premises, the control measures needed to reduce fire risks as low as reasonably practicable, and the arrangements required if a fire does start.

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Bee Lighting's fire safety policy and procedures take account of any special fire hazards that might arise in specific areas of the workplace.

A specialist subcontractor is responsible for the maintenance and testing of fire alarms and firefighting equipment.

All workers within the company have a duty to report immediately any fire, smoke or potential fire hazards to the fire service.

All workers have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Health and Safety Co-Ordinator and Fire Marshall are responsible for the provision and internal maintenance of fire prevention and detection equipment.

Team Leaders are responsible for keeping their operating areas safe from fire, ensuring that their staffs are trained in proper fire prevention practices and emergency procedures. New employees will be informed of the emergency action plan at their induction stage, along with a tour of the premises to highlight fire exit locations, fire extinguishers etc.

All employees will receive appropriate fire safety information and instruction at induction. Any changes in the Emergency Action plan or fire risk assessment will be immediately circulated to all relevant employees and non-employees.

Fire wardens will be appropriately instructed and trained to carry out their designated fire safety tasks. Details of our fire wardens will be circulated to all employees and displayed in prominent positions throughout the premises for the benefit of all employees and visitors.

Inspections and maintenance will be carried out by a competent person on all firefighting and fire warning systems at the required intervals. Additional fire safety checks will be carried out by the designated employee at scheduled intervals.

## **FIRE DETECTION EQUIPMENT**

Manually operated fire alarms are located at strategic points throughout the workplace. In case of fire it is the responsibility of any employee present to activate the alarm.

## **FIRE FIGHTING EQUIPMENT**

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous the employee should activate the alarm and evacuate the building immediately.

## **FIRE EXITS**

Fire exit doors are in all the buildings. The exit gangway must never be blocked or used as storage space.

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## **EMERGENCY EVACUATION PROCEDURE**

In the event of the fire alarm being activated, or in any other emergency (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly point is;

<u>Unit</u>	<u>Assembly Point</u>
Merse Road	Bottom of Car Park

Practice fire drills will be conducted every 12 months to ensure employee familiarity with emergency evacuation procedures.

## **SMOKING & VAPING**

Smoking is prohibited in all areas of the workplace except those areas which have been specifically designated as smoking areas. Smoking areas should always be kept fire safe. Combustible materials must never be stored in areas where smoking is permitted. The cigarette disposal unit must be used to extinguish / dispose of used cigarettes and matches.

### **Designated smoking area**

- 1) Merse Road – Outside Rear of building

## **INCIDENT AND ACCIDENT MANAGEMENT**

### **ACCIDENT, HAZARD & NEAR-MISS REPORTING**

Accident details will be recorded in the company accident book. To conform with the Data Protection Act, no personal information may be kept in the accident book. Once an entry has been made, the completed entry will be removed by the Health and Safety Co-Ordinator, reviewed, then kept in a separate and secure location aware from the accident book for future reference.

It is the responsibility of the appropriate supervisor for reporting all cases of accident and work-related diseases to the Health and Safety Co-Ordinator.

A separate hazard and near-miss report form will be submitted to the Health and Safety Co-Ordinator for specific injuries and near miss incidents to provide more detailed information than that allowed in the accident book. Hazard and near-miss records are compiled and stored by the Health and Safety Co-Ordinator.

It is the policy of Bee Lighting to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

The General Manager is responsible for reporting to the HSE any injury or incident covered under RIDDOR Regulations and in conjunction with the management team will investigate reportable accidents and dangerous occurrences.

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RIDDOR reportable incidents or accidents are reported online via [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm) using the online report form.

Reportable injury – over 7 days incapacitation (not counting the day on which the accident happened but does include weekends and rest days. The report must be made within 15days of the accident).

Fatal or Specified Injury **only** call the Incident Centre on 0845 300 9923 Mon – Fri 8.30am – 5.00pm

### **SPECIFIED INJURIES TO WORKERS**

The list of 'specified injuries' in RIDDOR 2013:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

### **ACCIDENT AND NEAR-MISS INVESTIGATION**

Bee Lighting view accident investigation as a valuable tool in the prevention of future incidents. The Health and Safety Co-Ordinator will be personally informed, or they will review the completed accident book reports and incident report sheets on a regular basis to determine if any reported accidents, including near-miss incidents, require further investigation. The Health and Safety Co-Ordinator or the appropriate manager will investigate the necessary reported incidents to determine if any new control measures need to be introduced to prevent a reoccurrence. Incident investigation findings will be documented.

In the event of an accident resulting in injury, a report will be drawn by the Health and Safety Co-Ordinator with the relevant area Team Leader detailing

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

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A thorough investigation will be carried out by the Health and Safety Co-Ordinator and the General Manager for all workplace accidents resulting in a fatality; an employee or member of the general public requiring hospital treatment due to a workplace accident; or near-miss incidents of a serious nature.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

The completed report will then be submitted to and analyzed by the General Manager who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow-up report will be completed after a reasonable period examining the effectiveness of any new measures adopted.

### **FIRST AID**

Bee Lighting will ensure that first aid training is carried out by a competent reputable training provider. First aid personnel will undertake refresher training at the intervals specified by the regulations.

Details of our first aid personnel will be displayed in prominent positions throughout the premises for the benefit of all our employees. New employees will be informed of the first aid arrangements during their induction to the company. Any changes in the first aid arrangements will be immediately circulated to all relevant employees.

Supply levels and contents of first aid boxes will be checked and re-stocked at regular intervals by the designated first aid personnel. First aid boxes will be kept secure yet will be quickly available in an emergency. We will not provide employees with any medication, nor will it be allowed to be kept in the first aid boxes. Special arrangements will be made for employees requiring prescribed medication to be taken in an emergency.

Employees should make their manager or the Health and Safety Co-Ordinator aware of any pre-existing medical conditions or allergies that they may have or other medical information which in the event of an accident the first aid personnel or emergency services may need to be made aware of. All such information will be kept in total confidence.

First aid boxes are in Stores, Rest Area, Design Office and in the Build Hall. They are easily accessible by all employees during working hours.

First Aiders are responsible for the proper use and maintenance of the first aid boxes.

### **QUALIFIED FIRST AIDERS**

**Please see notice boards / skills matrix for qualified first aiders.**

*In case of absence, any first aider can cover any department.*

### **EMERGENCY PREPAREDNESS**

This can be viewed in document BD-290\_Contingency\_Plan\_& Emergency Preparedness.

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## **SAFETY RULES**

### **GENERAL**

1. All employees should be aware of, respect and adhere to the rules and procedures contained in the company policy statement.
2. All employees shall immediately report any unsafe practices or conditions to their immediate superior.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical jokes or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air and water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job which appears to be unsafe.
9. All accidents, injuries and near misses must be reported to the employees immediate Team Leader.
10. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
11. Suitable clothing and footwear shall always be worn. Personal protective equipment shall be worn wherever appropriate.

### **ELECTRICAL SAFETY AND GAS SAFETY**

All electrical equipment will be maintained to ensure it is safe for its intended use and does not present employees with additional risk, as required by the electricity at Work regulations 1989.

The mains electricity supply will be inspected and tested in accordance with the Regulations at intervals not exceeding 5 years. A competent electrician will carry this out.

All portable electrical appliances will be inspected and tested on a regular basis by a trained competent person in accordance with legislative requirements and best practice. Employees will also be provided with relevant instruction and information to allow them to carry out regular 'user' checks.

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All cables, plugs and connections will be properly organised, inspected and maintained to minimise any risks to our employees. Employees will not carry out maintenance on any electrical equipment or plugs without prior training and permission.

## **WORKING ENVIRONMENT**

The Director, supported by the Management Team, will routinely, analyse, identify, and manage both the human and physical factors of the work environment that are necessary to achieve product conformity, quality, safety, environmental assurance, and reliability. Such factors include but are not limited to:

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials, rubbish and combustible material must be removed routinely and placed in the bins provided or skip when required.
4. Health & Safety risks.
5. Noise
6. Lighting
7. Heat / Humidity
8. Space
9. House Keeping

## **VISUAL DISPLAY EQUIPMENT**

1. Visual Display Units (VDU's) are in use and the company is bound by the provisions of the Health and Safety (Display Screen Equipment) regulations.
2. Wherever possible the VDU should be positioned in front of the operator and the height of the chair adjusted to enable a comfortable keyboard position to be maintained.
3. All employees who use VDU's must report any eyestrain or upper limb muscular strain to the Health and Safety Co-Ordinator.

## **WALKWAYS**

1. Walkways and passageways must always be kept clear from obstructions.
2. If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

## **TOOL AND EQUIPMENT MAINTENANCE**

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the Team Leader to determine who is authorised to use specific tools and equipment.



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2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.

### **EMPLOYMENT OF UNDER 18'S (YOUNG WORKERS)**

(Management of Health & Safety at Work Regulations 1999)

The health and Safety (Young Persons) Regulations 1999 came into force in March 1999. The legislation recognises that Young Persons (i.e. those not reaching the age of 18 years) may require additional health and safety training as they will be working in an environment which is new or unfamiliar to them.

Line Managers must ensure that a risk assessment is performed to consider the Young Person's inexperience and unfamiliarity with the work and their surroundings. This would normally be carried out by HR in conjunction with the Young Person. Line Managers have a responsibility to act on the findings highlighted by the risk assessment.

Line Managers with responsibility for persons under the age of 18 years must be aware of special requirements and considerations. Current guidelines are available from Human Resources.

There are additional requirements for those under the minimum school leaving age of 16 years (for example, work experience students). The Human Resources department will coordinate all work experience placements and ensure that appropriate health and safety considerations are considered either prior to or at the start of the placement. It is imperative that Human Resources is notified of any work experience placements arranged separately by line managers or others. Under no circumstances should work experience placements be agreed and arranged without involving a member of Human Resources.