

BOM Group Ltd

Health and Safety Policy



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1. PURPOSE

It is the policy of BOM Group Limited to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees and to provide such information, training and supervision as may be needed for this purpose. The activities of the Company will be conducted in accordance with all legal and relevant statutory requirements appropriate safeguards being implemented to prevent exposing employees and visitors to the premises to risks to their health and safety.

2. RESPONSIBILITY

All employees are responsible for ensuring Health & Safety is maintained whilst in the workplace. All employees, regardless of status, found to be deliberately and consistently negligent in the performance of the Company's Safety Policy may be subject to disciplinary action.

Health and Safety officers are responsible for ensuring Health & Safety is maintained, and all accidents or near-misses are reported and dealt with correctly.

3. HEALTH & SAFETY

The company maintain and strive to achieve compliant Health & Safety practises by continuous consultation and participation of workers as well as:

- Developing and implementing safe working practices and procedures in connection with the use, handling, storage and transport of articles, substances, and equipment. Regularly reviewing set objectives, policies, and procedures to achieve safe working conditions
- Providing adequate facilities and arrangements for employees' welfare at work.
- Regularly inspecting premises, equipment and systems of work and the general working environment and reviewing information, instruction, training, and supervision for all levels of staff, with a view to continually improving controls.

Associated Procedures. The following procedures are key to ensure Health and Safety is maintained.

- Fire Emergency Procedures
- Visual Display Equipment Procedure
- Control of Visitors and Contractors Procedure
- Slips, Trips & Falls Procedure

4. ACCIDENTS & NEAR-MISSES

To avoid misunderstanding, the Company deem an Accident and Near-Miss to be defined as:
Definition Example Accident Any unplanned event that results in personnel injury/accident or damage to property or equipment

The company is committed to ensuring there are a suitable number of trained First Aider's available on site. Identification of these first aiders can be found in the office Kitchen.

The Health and Safety officers are required to record all accidents that occur in the workplace, and where a First Aider is involved, an Accident Record must be completed. An Accident Record is required for each accident that occurs.

The accident records will be reviewed regularly (after being removed from Accident Book due to data protection laws) by Senior Management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident. The same process applies for Near-Misses. Accident Reporting Procedure.

The reason for investigating an accident is to determine: the cause or causes of the incident; to identify any risks, hazards, systems, or procedures that contributed to the incident; and to recommend corrective action to prevent similar incidents. Incidents should be investigated by people knowledgeable about the type of work involved at the time of the incident.

All personnel on site must report Accidents whilst working on behalf of the Company, however minor.

5. MANAGEMENT, REVIEW & COMMUNICATIONS

Health & Safety Assessments are conducted annually by an external partner and reviewed by the Senior Management Team. These assessments review the company's compliance with the following guidance: • <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/> • www.hse.gov.uk/riddor