

CBOF Group

Health and Safety at Work

Policy Statement

1. Introduction

- 1.1 This Statement sets out the policy of Cardiff Bay Office Furniture Ltd t/a CBOF Group (The Company) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected by our work activities. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all Clients and other persons who may come into contact with this Company or its premises or its activities (whether or not work-related) are not adversely affected with regard to their health and safety.
- 1.3 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to health and safety at work.
- 1.4 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work or at head office. Personal copies of the Policy may be obtained on request from Head Office.

2. Definitions

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.).
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

3. Policy

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences in the event of any breach of this Policy.
- 3.2 The Company recognises its obligations under Section 2(1) of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy
- 3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.

3.4 The Company will undertake, so far as is reasonably practicable, the following:-

- a). The provision and maintenance of plant and systems of work that are safe and without risks to health.
- b). Arrangements for ensuring safety and absence of risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.
- c). The maintenance of premises and places of work which are safe and without risks to health, and safe access to and egress from such places.
- d). The provision and maintenance of a working environment for employees without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- e). The specific provision of welfare facilities to a standard no less than that set down in Regulations 20 - 25 of the Workplace (Health, Safety & Welfare) Regulations 1992 or, where relevant, Schedule 2 of the Construction (Design & Management) Regulations 2007.
- f). The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
- g). Adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.
- h). Systems and procedures which will ensure that all operations and activities are executed at all times in such a manner that persons not in our employment who may be affected by such operations are not exposed to risks to their health and safety.

4. Supporting Documentation

4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-

- a). Documents Directly Associated With This Policy
These comprise the allocation of health and safety responsibilities within the Company and the general arrangements for implementing the policy.
- b). Safe Systems of Work
These comprise the rules and conditions for carrying out specified activities.
- c). Health and Safety Information
Information about matters such as noise at work, manual handling techniques, risk assessment, first aid procedures etc.
- d). Other Policies
In addition to this general policy on health and safety, the Company has prepared the following policies relating to specific health and safety related topics:
 - i). Equal Opportunities
 - ii). Alcohol & Drugs
 - iii). Environmental Management

e) Forms and Miscellaneous Items.

Standard forms are used for various aspects of health and safety management. These include such items as risk assessments (both generic and specific), display screen equipment checklists, safety audit checklists, employee handbooks etc.

5. Policy Review

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company, in the light of additional knowledge or information becoming available, and in any event annually.
- 5.2 When, due to the conditions described in 5.1 above, any part of the company policy and procedures manual requires alteration or modification, it shall be deemed to be sufficient and in compliance with this policy if such alterations or modifications are made to the master printed copy held at head office, and those changes are notified by a convenient and effective method, to all employees in possession of printed or electronic copies of the manual.

6. Responsibility for Policy Implementation

- 6.1 The overall responsibility for the implementation of this policy is vested in the undersigned, assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters, according to the contractual arrangements in place between this organisation and the consultancy.
- 6.2 Responsibilities for different management grades and individuals are detailed in accompanying documentation.

Signed.....

Date.....

On behalf of CBOF Group

Name.....

Please note:

The original of this document, signed, dated and subject to regular review is held at our main office. This is an electronic copy (or printed electronic copy) and as such does not require to be signed and dated

CBOF Group**Control of Violence at Work Policy Statement****1. Introduction**

- 1.1 This Statement sets out the policy of Cardiff Bay Office Furniture Ltd t/a CBOF Group (The Company) in respect of any employee, self-employed person and contractors under our control whose health and safety may be affected by violence in the workplace. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will normally be able to work safely and without undue risk to their health and safety. They will also be considered to have demonstrated compliance with their conditions of employment or contract (written or implied) insofar as they refer to violence at work.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work. Personal copies of the Policy may be obtained on request from Section Managers.

2. Definitions

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.
- 2.3 The HSE leaflet 'Violence to Staff' defines violence at work as 'any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his or her employment'.
- 2.4 Violence need not be only of the physical kind. Our definition of violence includes serious or persistent threats and verbal abuse. Injuries received as a result of suffering violence at work may also be more than physical; it may lead to emotional shock, stress, depression and other psychological difficulties.

3. Policy

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and their continued employment by the Company in the event of any breach of this Policy.
- 3.2 The Company recognises its obligations under all relevant sections of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy. All persons to whom this Policy applies must understand that violence and harassment, in all its forms, will not be tolerated.

- 3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.
- 3.4 To assist in ensuring that employees understand what constitutes violence at work and the risks connected with it, this policy shall be made available at our Head Office. We will also provide any training we deem necessary to raise awareness to a sufficient level.
- 3.5 Should any employee believe that, in pursuance of their normal duties whilst at work, they have suffered or have reason to believe that they may suffer, violence at work, they may approach their Employer, who will at all times confidentially treat any information provided and take such measures and instigate such procedures as are deemed necessary to ensure that the matter is resolved with the minimum of distress to the person concerned and any others who may be affected. Notwithstanding this, it must be understood that deliberately false accusations will result in disciplinary action being taken against the accuser.
- 3.6 It is the policy of the Company that all incidents of violence at work will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances which lead to the incidence of violence and what measures may be taken to prevent a recurrence of the incident.
- 3.7 Victims of workplace violence will be offered support and assistance by the Company in order to minimise the effects of the violence. The Directors will determine what support is necessary, after taking account of professional advice where appropriate.

4. Supporting Documentation

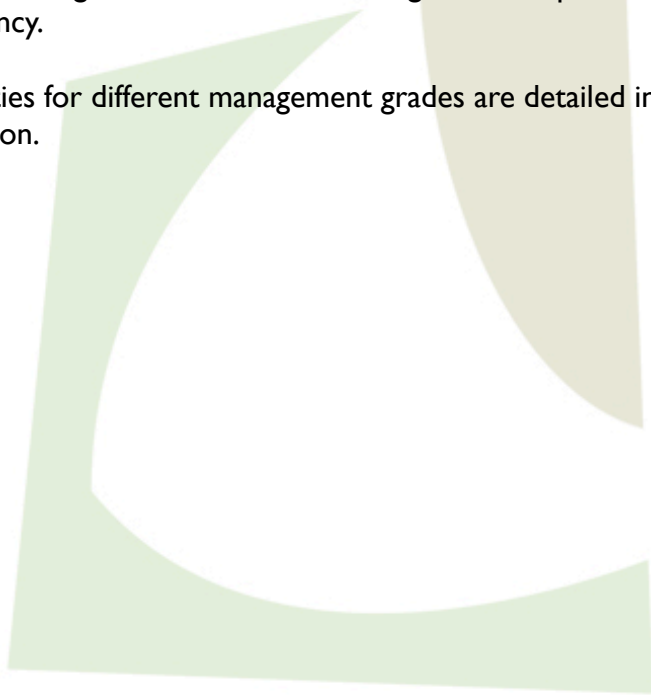
- 4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-
- a). Documents Directly Associated With This Policy
This document should be read in conjunction with the general policy statement for health and safety.
 - b). Health and Safety Information
Information about violence at work and guidance on how to avoid or minimise risks to individuals from violence.
 - c). Forms and Miscellaneous Items
Standard forms are used for various aspects of health and safety management, including the management of violence at work. These include such items as risk assessments (both generic and specific) and report forms.

5. Policy Review

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.

6. Responsibility for Policy Implementation

- 6.1 The overall responsibility for the implementation of this policy is vested in the Directors of CBOF Group. They will be assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters. According to the contractual arrangements in place between this organisation and the consultancy.
- 6.2 Responsibilities for different management grades are detailed in accompanying documentation.



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CBOF Group

Equal Opportunities Policy

1. Introduction

- 1.1 This Statement sets out the policy of Cardiff Bay Office Furniture Ltd t/a CBOF Group (The Company) in respect of any employee, self-employed person and contractor under our control, as it relates to equal opportunities.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to equal opportunities.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down therein.
- 1.4 A copy of this policy statement will be held in the reception area of our offices and be made freely available for inspection by any person having reason to examine it.

2. Policy

- 2.1 The Company wholeheartedly supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, being married or disability.
- 2.2 We believe that it is in the Company's best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, and within the framework of the law, we are committed wherever practicable to achieving and maintaining a workforce which broadly reflects the local community in which we operate.
- 2.3 Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.
- 2.4 In addition to our responsibilities as employers, the Company policy stated herein will also apply to all other aspects of our operations, particularly with regard to our treatment of, and level of services offered to, clients and customers, whether they be individuals, groups or corporate bodies. Anyone having dealings with CBOF Group will thus be able to rely on consistent and equal treatment.

3. Statutory Provisions

- 3.1 In implementing this policy the company will consider the requirements of the current edition of the following legislation :-
 - * Gender Recognition Act 2004
 - * Employment Equality (Sexual Orientation) Regulations 2003
 - * Employment Equality (Sexual Orientation)(Religion or Belief)(Amendment) Regulations 2007
 - * Employment Equality (Age) Regulations 2006

- * Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- * Fixed-Term Workers (Prevention of Less Favourable Treatment) Regulations 2002
- * Work and Families Act 2006
- * Employment Act 2002
- * Equality Act 2010
- * Employment Relations Act 2004
- * Human Rights Act 1998
- * Civil Partnership Act 2004

4. Implementing the Policy

In order to put this policy of equal opportunities into practice in the day-to-day operation of the Company, we will as appropriate:-

- 4.1 Set explicit, measurable and achievable objectives and targets.
- 4.2 Provide training and guidance for key decision makers such as managers and supervisory staff and those involved in personnel and management practices.
- 4.3 Monitor the existing workforce in respect of the application and effects of the policy.
- 4.4 Examine and review existing procedures for recruitment, selection, promotion and training.
- 4.5 Develop mechanisms for resolving grievances about unfair discrimination and harassment.
- 4.6 Identify any scope for using lawful positive action training and encouragement and then put the necessary arrangements in hand.
- 4.7 Review this policy on a regular basis.
- 4.8 Should any employee suffer any problems or difficulties in respect of equal opportunities in their employment, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of our Health & Safety Policy, who will at all times treat any information provided in complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

The Directors will be responsible for the implementation of our Equal Opportunities Policy.

CBOF Group**Alcohol and Drugs Policy Statement****1. Introduction**

- 1.1 This Statement sets out the policy of Cardiff Bay Office Furniture Ltd t/a CBOF Group (The Company) in respect of any employee, self-employed person and contractor under our control whose proper performance of their duties is or may be impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with the conditions of employment or contract insofar as they refer to the use of alcohol and drugs.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down.

2. Policy

- 2.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy and the possible consequences of any breach of this Policy.
- 2.2 The Company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this Policy.
- 2.3 Employees of the Company will at all times exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the Company and noting any evidence of alcohol and/or drug abuse.
- 2.4 Should any employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach a Manager, who will at all times treat any information provided with complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

3. Conditions

- 3.1 It is a condition of employment by the Company that no person referred to in 1.1 above shall:-
 - i). Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs.
 - ii). Report, or endeavour to report, whilst in an unfit state due to the previous consumption of alcohol or drugs.
 - iii). Be in possession of alcohol or non-prescribed drugs during working hours.
 - iv). Consume alcohol or non-prescribed drugs during working hours.
- 3.2 The Company will not accept any deviation from the above conditions.

3.3 Failure to maintain the standards set out by this Policy may be considered as gross misconduct; appropriate action will therefore be taken in all cases.

4. Compliance

4.1 In order to comply with this Policy and to maintain the stated and accepted standards of the Company, those persons referred to in 1.1 above should, at all times avoid :-

- i). Consuming alcohol or non-prescribed drugs in the eight hours immediately preceding attendance at work.
- ii). Consuming alcohol or non-prescribed drugs during meal or other break times.
- iii). Consuming alcohol or non-prescribed drugs during working hours.
- iv). Consuming alcohol or non-prescribed drugs whilst not in work but on call.

In addition, those persons to which this Policy applies must ensure that a manager is made aware of any prescribed medication being taken which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

The Directors will be responsible for the implementation of this Policy.

CBOF Group**Environmental Policy Statement****1. Introduction**

- 1.1 This Statement sets out the policy of Cardiff Bay Office Furniture Ltd t/a CBOF Group (The Company) in respect of our general work activities in the construction and allied industries and those of any employee, self-employed person and contractor under our control whose acts or omissions may have an adverse effect on the environment. Its intention is to assist in protecting the environment as a whole, as well as our personnel whilst at work. In addition, if the Policy is adhered to, it will assist the Company in fulfilling its legal and moral obligations.
- 1.2 The prevention of pollution is an important part of our Policy and we recognise that such pollution can be created by:-
- Liquids
 - Solids
 - Gases, vapours and fumes
 - Dusts
 - Noise
 - Light
 - Hazardous & non-hazardous substances
- 1.3 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all Clients and other persons who may come into contact with this Company or its premises or its activities (whether or not work-related) are not adversely affected with regard to environmental matters.
- 1.4 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to the environment or their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to environmental issues.
- 1.5 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down. A copy of the Policy will be available at our offices during normal office hours and is available to all interested parties, whether or not directly connected with our activities.

2. Definitions

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, to and from meetings etc.). It does not include journeys between home and work.
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in the Acts of Parliament listed in 3.2 below, but also in supporting legislation brought under the Acts from time to time.

3. Policy

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible environmental consequences in the event of any breach of this Policy. The nature of our business is such that any of our activities may, if not properly managed and controlled, cause detrimental environmental impact, as identified in 1.2 above.
- 3.2 The Company recognises its obligations under the following Acts of Parliament and all Regulations and Orders brought under those Acts:-
- Health and Safety at Work etc. Act 1974
 - Environmental Protection Act 1990
 - Environment Act 1995
 - Pollution Prevention & Control Act 1999
 - Clean Air Act 1993
 - Water Act 2003
- 3.3 All employees of the Company will at all times be expected to exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in Company documentation.
- 3.4 The following specific steps will be taken by the Company to minimise the effect of their operations on the local, regional and global environment:-
- 3.4.1 We will ensure that all staff are trained in our environmental management policy and given guidance in its implementation.
- 3.4.2 We will endeavour to make continuous improvements in environmental performance and the prevention of pollution.
- 3.4.3 Current environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance to be achieved.
- 3.4.4 We will implement measures to reduce emissions into the atmosphere from our vehicles by minimising the use of vehicles for purposes for work where possible. We will also ensure that regular maintenance and repairs are carried to ensure that vehicles are able to operate at maximum efficiency.
- 3.4.5 We will encourage employees to be more environmentally aware, (including when outside of normal working hours), giving encouragement to the use of environmentally friendly modes of transport.
- 3.4.6 Waste and arisings will be disposed of in a responsible manner, ensuring that we always comply with the applicable and current Regulations and Codes of Practice. Any services used for the storage or disposal of waste will be checked to ensure that appropriate licences are held.

- 3.4.7 We will try, where possible, to use suppliers who are willing to take away packaging for re-use or recycling.
- 3.4.8 We will consider the environmental impact of any purchases made.
- 3.4.9 We will try to reduce the energy and water consumption of the business and minimise carbon dioxide emissions. We will invest in the improved energy efficiency of products we use and investigate environmentally safe and sustainable energy sources.
- 3.4.10 We will ensure that, so far as is reasonably practicable, dust, noise and fumes do not cause a nuisance to the community surrounding the place of business or site on which we are working.
- 3.4.11 We will try to reduce waste production and carry out recycling as much as possible.
- 3.4.12 Our office staff will use paper and other products sensibly and consider measures to re-use and recycle waste paper. The increased use of electronic communication will reduce the need for paper use.
- 3.4.13 We will, wherever practicable, only use sub-contractors and suppliers who comply with the requirements of our environmental management policy.
- 3.4.14 We will assist sub-contractors and suppliers to comply with their duties and responsibilities under environmental legislation, where it is possible and practicable.
- 3.5 It is our policy to reduce, year on year, the key environmental impact this organisation may have.

4. Supporting Documentation

- 4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-
- a). Documents Directly Associated With This Policy
These comprise the allocation of responsibilities within the Company and the general arrangements for implementing the policy (as described within our safety manual where they are relevant to environmental matters).
 - b). Health, Safety & Environmental Information
Information about matters such as noise at work, methods for containing spills, emission controls etc. This may be specifically prepared for the Company or consist of publications and advice from appropriate bodies (e.g. Environment Agency and/or Health & Safety Executive).
 - c). Forms and Miscellaneous Items.
Standard forms are used for various aspects of environmental management.

5. Policy Review

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company, in the light of additional knowledge or information becoming available, and in any event annually.
- 5.2 Records of reviews and amendments will be kept in the appropriate section at the front of the safety, health and environmental manual.

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6. Responsibility for Policy Implementation

6.1 The overall responsibility for the implementation of this policy is vested in the undersigned, who will be assisted as necessary by South Wales Safety Consultancy Limited, who are available to provide support and advice on strategy and day to day environmental matters.

Signed.....

Date.....

On behalf of CBOF Group

Name.....

Please note:

The original of this document, signed , dated and subject to regular review is held at our main office. This is an electronic copy (or printed electronic copy) and as such does not require to be signed and dated

