

Health and Safety Corrective Action Policy

About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

Introduction

The Bisley Health and Safety department is currently undertaking a significant number of risk assessments across the business, and these assessments are generating a number of significant corrective actions. Health and Safety corrective actions are a key part of effective risk management at Bisley as we continually improve our performance in this business critical area.

This policy sets out the process by which corrective actions will be implemented and the escalation steps to be taken if their implementation is not progressing in a timely and effective way.

The policy applies to all corrective actions arising from Risk Assessments, Health and Safety inspections, Surveys, accident investigations and near miss reports.

Definition

Bisley Health and Safety corrective actions are the steps that are required to be taken by the Company to ensure that non-compliances with regulations, approved codes of practice and industry standards are corrected. The corrective actions are also a key driver in removing or mitigating Health and Safety risks to an acceptable level. The Company will ensure that the implementation of each corrective action is reasonably practicable, unless there are specific legal requirements which demand a different approach to be taken.

Responsibilities

- All Managers are required to ensure departmental compliance to this policy.
- Corrective action co-ordinators are relevant members of the Health and Safety department, external Health and Safety staff, and others who raise corrective actions as outlined in above in the introduction.
- Business Unit Managers, Departmental Managers, Senior Managers and Directors are responsible for ensuring the timely close out of corrective actions as detailed below.

Corrective Action Process

- **Level – one:** Corrective actions are raised and where practicable, both the action and timescale is agreed with the actionee before publishing. However, there may be instances whereby corrective actions are not agreed, but are required by law or approved codes of practice etc. If there is a dispute regarding the validity of a corrective action then the HSE Manager has the final authority to ensure the correct way forward.
- **Level – two:** It is the responsibility of all actionees to update the relevant corrective action co-ordinator regarding the status of any actions placed with them on a monthly basis. Any actions which are over their closure date for a valid reason will require a new closure date, which if agreed becomes the new closure date.
- **Level - three:** Any actions which are over their agreed closure date without a valid reason will be highlighted to the actionee formally by the corrective action co-ordinator.
- **Level - four:** Any actions which having gone through step three and are still outstanding one month later without a valid reason will be escalated to the relevant departmental head and the HSE Manager who is the final Health and Safety authority. There may be a valid reason which means that the outstanding corrective action goes through level three for a maximum of another four weeks, after which it goes to level four.
- **Level - five:** Any actions having gone through level four that are still outstanding one month later or after reaching a new agreed date will be escalated to the relevant Director / Board member and the HSE Manager who is the final Health and Safety authority.

Reviewing of Policy

This policy will be reviewed every two years.

Signed *R Costin*
Richard Costin
Chief Executive

Date 1st August 2024