

Safety Footwear 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

In order to comply with its statutory obligation the Company undertakes risk assessments to determine those people working in jobs or areas that require protective footwear.

People who require protective footwear will be informed and provided with free footwear. The company has a range of footwear that is offered free to those employees who require protective footwear.

Employees who are required to wear protective footwear and who fail to do so will be required to clock out and leave site in order to return back to site with the appropriate protective footwear. In such circumstances this absence will be recorded and taken into account when calculating an employees Bradford Factor score.

All other employees who periodically enter onto the factory floor must wear suitable footwear covering both heel and toe. The wearing of sandals, flip-flops or shoes with open toe / heel is not permitted.

Scope of Policy

- The range of footwear available free of charge will be issued to those people requiring footwear. Individuals will be asked to make a choice from the options available.
- Replacement footwear will be supplied on a new for old basis once the team leader or manager is satisfied that the old footwear is no longer functional.
- Old footwear must be handed in to stores for destruction upon receipt of new replacement safety footwear.
- Lost, stolen or mistreated footwear will be replaced and the employee will meet the cost of replacement.

- Employee purchase of safety footwear through the Company is no longer available.
- Employees who purchase safety footwear externally must provide evidence of CE compliance.
- Safety footwear purchased externally by employees will not be reimbursed or refunded by the Company.

R Costin

Signed

Richard Costin
Chief Executive

Date 1st August 2024

BISLEY