



# Health and Safety Policy

## July 2023

### Policy outline

Broad Power is committed to providing for the health, safety and welfare of all employees.

The Company will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. The Company will also ensure it makes any ongoing improvements in response to any health and safety issues which may arise within the daily activities at the work site.

This commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of the Company's Directors to ensure the policy is upheld at all times and to provide the necessary funds and manpower required.

The Company will conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

### What are the responsibilities of the Company?

The Company is responsible for:

- Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations
- Providing and maintaining locations and, where appropriate, equipment, protective clothing and systems of work that are safe and without risks to health
- Ensuring all necessary safety devices are installed and maintained on equipment
- Providing information, instruction and training and supervision in safe working methods and procedures
- Providing and maintaining a healthy and safe place of work and providing a means of access therefrom
- Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation
- Establishing emergency procedures as required
- Monitoring and reviewing the management of health and safety at work
- Keeping this safety policy under review and making any revisions deemed necessary from time to time, bring any such revisions to the attention of all employees at the time of change

### What are the responsibilities of the employees?

This Health and Safety Policy requires the full co-operation of all employees who are expected to give all possible assistance, aimed at its successful implementation, to take reasonable care for their own safety and that of others.

In order to achieve this end, every employee must:

- Comply with any safety instructions and directions issued by the Company and posted on Notice Boards or communicated via written and/or electronic means
- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, contractors, delivery drivers, visitors etc) who may be

- affected by your acts or omissions at work, by observing safety rules that are applicable to you
- Co-operate with the Company to ensure that the aims of the Health and Safety Policy are achieved and any duty or requirement imposed on the Company by or under any of the relevant statutory provisions is complied with
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury
- Use equipment or protective clothing provided in accordance with the training you receive
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority
- Keep all fire and emergency exists free from rubble or blockage and report any related issues as soon as they are seen
- Advise your Line Manager at the point you are aware you are pregnant to ensure a Risk Assessment is carried out at that point

Any failure by an employee of Broad Power to comply with any aspect of the Company's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the Company as misconduct which will be dealt with under the terms of the Company's disciplinary procedure.

## **What do you need to do in the event of an accident at work?**

If you suffer an accident on the Company's premises, you (or someone on your behalf) must report that fact to your Manager as soon as is practicable after the event. The First Aider/Appointed Person will attend to you as appropriate and may call an ambulance if considered relevant to do so. In addition, you must;

- Report the accident, however trivial and ensure the accident is recorded in the Company's Accident and Incident Book, which is kept in the main office
- All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury, you are also required to remain in contact with your Line Manager in accordance with the Absence Policy
- Any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, it is important that your manager is informed to ensure that the relevant Government required form(s) is completed and that the accident/incident is reported in line with statutory requirements

## **What responsibilities do the Company have with regard to Fire and Evacuation?**

- The Company is required to have a Fire Safety and Evacuation Plan which incorporates the requirements for ensuring:
- A clear passageway to all escape routes
- Clearly marked escape routes that are as short and direct as possible
- There are enough exits and routes for all people to escape
- Emergency doors that open easily
- Training for all employees to know and use the escape routes, conducting at least 1 fire drill per annum, recording results and keep as part of the Fire Safety and Evacuation Plan
- A safe meeting point for all staff

## What do employees need to do in the event of a fire or emergency evacuation at work?

- In the case of fire or an emergency, you must evacuate the building in accordance with the Fire Instructions. Although the fire/emergency exits are clearly signposted, it is your responsibility to be aware of these instructions and to familiarise yourself with the nearest Fire Exit to where you may be working at any given time. You should leave all personal items behind and make your way quickly, but calmly to the designated meeting point
- Raise/initiate the alarm as per the Fire Instructions if you are the first at the scene of the fire. Only those trained on using Fire Extinguishers should do so
- In the event of the need to evacuate the premises due to a bomb or explosive device threat, the receiver of the notification must alert the most senior member of management and follow the same evacuation procedure as for fire

The Company will appoint at least one Fire Marshall who shall conduct regular tests of the fire detection and alarm system and invoke mock evacuations in accordance with the Fire Safety and Evacuation Plan and legal timeframe requirements, to ensure employees are fully conversant with the emergency procedure and meeting points.

The company is responsible for ensuring that; Fire Extinguishers and appliances are in full working order at all times, and; that Fire Exits are displayed clearly without obstructions and that fire safety is conducted in accordance with statutory regulations.

## What can you do to reduce the risk of injury while at work?

The Company is committed to providing training to educate its employees on how to keep safe and injury free at work. However, it is also important to always follow these general principles.

To reduce the risk of injury when lifting or carrying any objects during the course of your duties:

- Proper hold – use a broad grip
- Bend the knees – do not bend over
- Proper foot position – good balance is essential, avoid twisting the body
- Straight back – spine straight, lift by straightening the legs
- Chin in – lock the spine and relieve the muscles
- Arms into the body – load must be held close to the centre line of gravity, not outstretched
- Assistance – obtain assistance if the load is too heavy or awkward, abide by the legislative safe limits per individual, 2 people loads and repetition

## What can you do to reduce the risk of injury caused by aids or devices?

When using devices or aids eg barrows and trolleys, be aware of:

- Slopes
- Uneven surfaces
- Stance and pace
- Pushing and pulling techniques

**Fork Lift Trucks:** can be dangerous machines and if not used properly can cause serious injury. It is for this reason that Broad Power provide full and intensive training in compliance with the Provision & Use of Work Equipment Regulations 1998 (PUWER). Employees will only be able to

operate this machinery once they have attended and successfully completed all elements of the driver training which will be conducted by an Accredited Instructor (AI). On completion of the training a certificate will be provided together with written authorisation from the Company. **No one** is permitted to operate a fork lift truck on or premises without training or written authorisation. Violation of this will result in disciplinary action being taken.

All operators will continue to be routinely monitored and retraining or refresher training will be initiated where necessary to make sure trucks are operated safely at all times.

**VDU Equipment:** The Company recognises that visual fatigue is one of the possible hazards associated with display screen work. In support of ensuring the Company's compliance with the Working with Display Screen Equipment Regulations 1992 (as amended 2002), the Company will:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Provide information and training
- Provide eyesight tests if requested and pay for basic screen spectacles if required, within the stipulated process and payment schedule (please refer to your Line Manager for details). *Please note: payment for glasses required for general use only will not be considered.*
- Review these provisions when any changes to the DSE are implemented

**Electrical Equipment:** must be PAT tested in accordance with the Electricity At Work Act 1989. This is to ensure that all electrical equipment provided at work is safe and properly maintained. Faults in electrical equipment pose a potential hazard and for this reason only PAT tested devices can be brought onto Company premises by employees. The Company follows the guidelines provided by the Health and Safety Executive with regards to the frequency of testing to ensure all equipment is safe and for preventative maintenance purposes.

## Overall responsibility

Although the final level of responsibility for ensuring health and safety at work lies with the Managing Director and each and every individual employee, certain members of management and staff have specific responsibilities to ensure that the Company health and safety policy is maintained at all times.

The allocation of responsibility within the Company for health and safety matters is as follows:

- The Managing Director has overall and final responsibility for giving effect to this health and safety policy
- The Managing Director is responsible for ensuring there is consultation on health and safety matters with staff, through representatives of the employees, in order to maintain health and safety at work
- The Managing Director is responsible for the implementation and monitoring of health and safety policies.

Managers and Supervisors are responsible for the implementation of health and safety policies in the areas under their control.

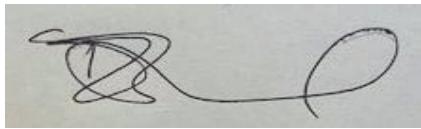
All employees have the responsibility to observe all safety rules and to cooperate with the Manager charged with responsibility for the implementation of the Company's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

All Directors, Managers, Supervisors and employees must sign and date the acknowledgement below to confirm that they have read, thoroughly understand and commit to the Health and Safety Policy as stated in this document.

## Health and Safety Policy Agreement

I, David Broad hereby declare that I have read the Health and Safety Policy of Broad Power and thoroughly understand my responsibilities as a Director/Manager/Supervisor/Employee.

I also confirm that I agree to the terms stated and am committed to ensuring my full cooperation with all aspects of the Company's Health and Safety procedures and the rules and duties specifically assigned to me.



**Signed:**..... **Date:**.....

6th July 2023

## Health and Safety – Table of Responsibilities of the Company

Duty	Requirements	Timeframes
Risk Assessment	<p>Carry out formal risk assessments using the Company Form, keeping records and taking action as required.</p> <p>Fire Risk Assessment with a written copy required as there are more than 5 people employed</p> <p>Fire Safety &amp; Evacuation Plan</p>	<p>New Joiners - induction</p> <p>Office Moves – at the time</p> <p>Pregnancy – when notified</p> <p>Health and Safety related accidents/incidents at the time</p> <p>Health and Safety related illness eg bad back, as they happen/return to work</p> <p>Regular checks required and must be recorded and kept to hand for potential annual inspection</p> <p>Ongoing requirement, updated when changes to the business are made.</p> <p>Conduct at least 1 drill per annum</p>
Provide Protective Clothing as appropriate	Warehouse clothing; gloves, hard boots, goggles; workwear eg overalls/aprons	For all employees/visitors within the area where protection is required
Safety of Equipment/Machinery	<p>Fork Lift Truck Maintenance</p> <p>Pat Testing</p> <p>Fire Extinguishers – at least 2 on each floor, 1 x Class A and 1 x 2kg CO2</p> <p>Fire Alarms</p> <p>Pallet Checks</p>	<p>As recommended by the manufacturer but also daily/pre shift</p> <p>At least every 12 months/24 months depending on whether stationary or moveable equipment and conducted by a 'competent' person</p> <p>Need to be commissioned and serviced annually by a BAFE qualified person</p> <p>Regular checks to be carried out on alarms and fire detection/warning systems</p> <p>Regular intervals of not more than 12 months. Must be completed by a technically competent person and report submitted to the PRRS when relevant to do so</p>
Provide Safe VDU Screen Use	Eyesight tests Paid For VDU specialist spectacles	When requested by a user When test shows a need for glasses for DSE work, basic

		frames and lenses must be paid for by the Company
Notice Boards/Signage	Display up to date Evacuation Procedure/Meeting Point  Fire Exit Signs Health & Safety Executive Notice	Ongoing requirement in full view of all employees  Ongoing requirement Constantly updated and displayed
Accident and Fire Prevention	Manual Handling Training  Fork Lift Truck Certification in accordance with L117 ACOP  Fire Warden/Marshall appointed and trained (min 1) replacement/stand-in is good practice	Provided for new joiners and all employees and signed on completion/certified  New joiners must be trained by an Accredited Instructor. Retraining/refresher training as required  Ongoing requirement. Retrained if business moves or changes are made.
Event of an Accident	Suitably stocked First Aid Kit and all employees notified of its whereabouts  At least one First Aider  Accident Report Book  Return to work meetings/follow up on accident at work/Drs report	Constant replenishment  Formal training and refresher at recommended intervals  Completed at time of accident  Conducted in accordance with the situation experienced

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