

# **HEALTH & SAFETY POLICY & GUIDELINES**

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## VERSION CONTROL

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## **1. POLICY STATEMENT**

- 1.1 Brockwell Energy Ltd (the Company) is committed to safeguarding the health, safety and welfare of all its employees, and those affected by our work, by managing health and safety risks in the workplace.
- 1.2 It is the Company's policy to provide and maintain safe and healthy working conditions & equipment for all employees; to prevent accidents and cases of work-related ill health (physical and mental); to consult with employees on day-to-day health and safety conditions; to provide training and clear instruction to ensure employees are competent to do their work; and to provide personal protective equipment where risks cannot be removed by other means.
- 1.3 Line Managers shall be responsible for ensuring that this Policy is communicated effectively to their staff.

## **2. COMPANY OBLIGATIONS**

- 2.1 The Company will:
  - Establish and implement a documented Health and Safety Management System to manage the risks associated with its activities.
  - Regularly monitor and audit its performance and revise its Health and Safety Management System as necessary to ensure the Company achieves its documented objectives.
  - Provide suitable resources to comply fully with current Health and Safety legislation and adopt accepted 'Good Practice' applicable to its activities.
  - Communicate and consult with its staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
  - Actively consult with employees on Health and Safety issues, encouraging staff to identify and report hazards along with contributing suggestions towards solutions, to maintain a safe working environment.
  - Provide adequate training for its staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
  - Carry out and regular risk assessments to identify hazards and implement control measures. The Company will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
  - Maintain its premises and work equipment to accepted standards to ensure that risks are managed.
  - Ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.
  - Retain access to competent advice and assistance, both internally and externally, to ensure ongoing compliance with legislative changes and new best practice.
  - Provide health surveillance for staff where identified via risk assessment and maintain suitable records.
  - Co-operate with companies and organisations we engage with, to ensure that health and safety risks to both parties are understood, managed and mitigated.

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### **3. EMPLOYEE RESPONSIBILITIES**

- 3.1 You are responsible for acting in a safe manner whilst at work.
- 3.2 The Company expects you to recognise and undertake your responsibility to work safely and efficiently and to adhere to the Company's safety rules and regulations while at work. You also have a responsibility to report hazards or potentially hazardous situations to your Supervisor or Manager.
- 3.3 All employees have the responsibility:
- to understand their Health and Safety responsibilities and to take reasonable care of their own safety;
  - to take reasonable care of the safety of others affected by the Company's activities;
  - not to interfere with or misuse, intentionally or recklessly any equipment or PPE provided;
  - to co-operate with others and comply with safety instructions; and
  - to set a good personal example to others in relation to health and safety.

### **4. FIRST AID**

- 4.1 There are first aid boxes at each location and the name of the individual responsible for first aid is posted on the respective safety notice board. Anyone using the first aid box should report items removed so that they may be replaced and MUST complete an entry into the provided Accident Book.

### **5. FIRST AID PERSONNEL RESPONSIBILITIES**

- 5.1 Each location has a nominated First Aider(s). They can administer First Aid in accordance with the current legislation and approved code of practice.
- 5.2 Ensure all accidents that are reported to them are recorded in the Accident Book.
- 5.3 Check and re-stock first aid boxes at regular intervals and when necessary, for example, on expiry dates of contents.

### **6. FIRE REGULATIONS**

- 6.1 Emergency fire exits are clearly identified, and fire extinguishers are positioned at various locations.
- 6.2 You should not attempt to fight a fire if doing so may delay your safe escape. Take care to use the correct extinguisher with fire type. If in doubt, evacuate the building immediately.
- 6.3 A copy of the fire and evacuation procedures can be found on the notice boards and you should familiarise yourself with these.
- 6.4 If you have any questions regarding the fire procedures you should contact your line manager, or the Brockwell Energy Health and Safety Manager.

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## **7. FIRE MARSHAL RESPONSIBILITIES**

- 7.1 Fire Marshalls are appointed for each location. Fire Marshalls are responsible for ensuring the safe evacuation of a building, identifying unaccounted for individuals and for liaising with the Head Fire Marshall or the attending Fire Service.

## **8. PERSONAL PROTECTIVE CLOTHING & EQUIPMENT**

- 8.1 The Company supplies safety clothing and equipment wherever raised risks remain after risk assessment and other safety measures have been implemented. Where such clothing and/or equipment is provided it is a condition of employment that it is worn or used in the appropriate manner.
- 8.2 The Company will replace protective clothing damaged due to normal wear and tear.
- 8.3 Should you not return your protective clothing on the termination of your employment or should any item be returned in an unsatisfactory condition, not commensurate with normal use, the cost of replacement or a proportionate amount of this, as decided by the Company, will be deducted from any final monies owing to you, or you will otherwise reimburse the Company.

## **9. MEDICAL EXAMINATIONS AND INFECTIONS DISEASES**


- 9.1 The Company reserves the right to ask employees or prospective employees, to undergo a medical examination. If there is any infectious disease to which an employee has been exposed, you must inform your immediate Manager before starting work.

## **10. COMPUTERS AND DISPLAY SCREEN EQUIPMENT**

- 10.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at the Company's expense.
- 10.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from your Line Manager or the Company Health and Safety Manager.

### **APPROVED**

**Signed:**

A blue ink signature of Iain Cockburn, written over a horizontal line.

**Print Name:**

Iain Cockburn

**Date:**

29/06/2022