

**BACKLINE LOGISTICS SUPPORT SERVICES LTD**  
**HEALTH AND SAFETY POLICY**

<b>Company Name:</b>	Backline Logistics Support Services LTD
<b>Policy No.</b>	Policy 113
<b>Policy Name:</b>	Health and Safety Policy
<b>Date:</b>	January 2025
<b>Signature</b>	<i>Paul Church</i>
<b>Print name</b>	Paul Church – Compliance, Systems and Facilities Manager

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## **SECTION 1: General statement of policy**

### **Company Policy**

It is the policy of Backline Logistics to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, in all of our operating centres, and to provide such information and training as they need for this purpose.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

Following the identification of work-related risks and hazards, the Company will take preventative and protective measures. It is also the policy of the Company to ensure that its business is conducted in a manner to reduce the risks to all Company members and members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated health and safety records.

This policy will be kept up to date, to reflect changes both in legislation, the nature and size of the Company. To ensure this, the policy and its effectiveness will be reviewed annually.

### **Company's responsibilities**

- It is the duty of management to:
- Provide and maintain systems of work that are safe and without risk to health.
- Ensure safety and the absence of risks to health in connection with handling of equipment, storage and transport.
- Provide information, instruction, training and supervision.
- Maintain all places of work in a safe condition.
- Provide and maintain a safe working environment.
- Provide and maintain working equipment.

### **Your responsibilities**

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues at all times.

- working safely and efficiently.
- using any protective equipment provided and meeting statutory obligations.
- adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.
- reporting incidents that have led to injury or damage.

All such incidents must be recorded and reported to your branch manager. Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to formal dismissal.

### Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

### Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

## SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests with the Directors of our parent company 'Strategic Workforce Solutions' (SWS). The delegation of duty is cascaded as below, then to Branch managers and department heads who have a duty of responsibility to ensure this policy is always adhered too. Those named must be fully aware of their duties, details of which should be included in their job description.

- 1. Overall and final responsibility within the Company rests with:**  
Name: Mark Godden  
Status: Director of Strategy  
Mobile Phone: 07815 123123  
Email: markg@citytransportsolutions.co.uk
- 2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:**  
Name: Paul Church  
Status: Compliance, Systems and Facilities Manager  
Mobile Phone: 07848 033015  
Email: paul.church@backlinelogistics.co.uk
- 3. In the absence of the person named in 2 (above), he will be deputised by:**  
Name: Mark Gooden  
Status: Director of Strategy  
Mobile: 07815 123123

Email: mark.gooden@backlinelogistics.co.uk

**4. In the event of accidents and dangerous occurrences, such incidents should be reported to:**

In the initial stage your line manager, who will then escalate and report to:

Name: Paul Church

Status: Compliance, Systems and Facilities Manager

Mobile: 07848 033015

Email: paul.church@backlinelogistics.co.uk

### **Section 3: Risk assessments**

**1. Risk assessments will be undertaken by:**

Name: Paul Church

Status: Compliance, Systems and Facilities Manager

Mobile: 07848 033015

Email: paul.church@backlinelogistics.co.uk

**2. The findings of the risk assessments will be reported to:**

Name: Mark Gooden

Status: Director of Strategy

Mobile: 07815 123123

Email: mark.gooden@backlinelogistics.co.uk

**3. Action required to remove/control risks will be approved and implemented by:**

Name: Paul Church

Status: Compliance, Systems and Facilities Manager

Mobile: 07848 033015

Email: [paul.church@backlinelogistics.co.uk](mailto:paul.church@backlinelogistics.co.uk)

**4. Risk assessments will be reviewed by:**

Name: Mark Gooden

Status: Director of Strategy

Mobile: 07815 123123

Email: mark.gooden@backlinelogistics.co.uk

Frequency:

When any change to operating practices takes place or if there is a change to equipment or layout. If nothing has changed then they are reviewed every year to ensure they comply with any changes in legislation or best practices.

### **Section 4: Accident reporting – See also note 1**

- All accidents for those staff or visitors who are working on our premises must report all accidents, incidents or near misses to your next line manager or person responsible for that site immediately, or the duty manager as the next person.
- All staff working on our clients' premises or working with clients' vehicles, must in the first instance report all accidents, incidents or near misses to the relevant person within the clients' organisation.
- Then once the client has been informed, your branch manager must then be contacted.
- All accidents must be logged onto Backlines accident form, and the process laid down on this form followed.

- Fatal or specified major injury or condition – Director must be informed immediately who will over-see all appropriate action.
- Personnel injury causing incapacity for more than 7 days or if hospital was attended – Backline site – Branch manager to report RIDDOR – Client site, Client to report RIDDOR.
- No personnel injury then clients & Backline accident forms and process to be followed.

### **SECTION 5: Emergency services**

If emergency services are required, then dial 999 and ask for the operator for the appropriate service require. Paul Church or Mark Gooden should then also be informed.

If on a client's premises then you still have a responsibility to call the emergency services if this will save vital time, then inform the client of your action.

### **SECTION 6: Fire safety – See also note 2**

Make yourself familiar with the fire equipment in the areas you work, note what the different equipment is for.

Never tackle a fire unless it is safe to do so and you have the right equipment, unless you know how to use it or if this will put you or anyone else in any danger do not attempt to tackle the fire but to use the nearest safe exit and procedure without running, to the fire assembly point.

Know your fire exits.

### **SECTION 7: Workplace equipment**

All workplace equipment should be treated with respect and checked regularly: (see note 3)

#### **Responsibility for inspecting all workplace equipment:**

Paul Church every 6 months  
Status: Compliance, Systems and Facilities Manager  
Telephone Number: 07848 033015

#### **Frequency of Inspections – See also note 2:**

Fixed equipment: 12 months – P.A.T. testing & Fire extinguishers - This is contracted out.  
Portable equipment: 12 months  
Records located at: The applicable branch and a copy is held by Paul Church.

Each branch will have a Health and Safety audit every 6 months, carried out by Paul Church.

### **SECTION 8: Health and safety training**

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety. (see note 5)

#### **Person(s) responsible for health and safety training within the Company**

Name(s): Mark Gooden  
Status: Director of Strategy  
Mobile: 07815 123123  
Email: mark.gooden@backlinelogistics.co.uk Director  
Location/address: Head office

## **SECTION 9: Information, instruction and supervision**

### **Health and safety information can be found:**

At each individual branch.

Where employees or temporary workers work at locations under the control of another employer, health and safety risk assessments may need to be performed by the other employer.

Person(s) responsible for ensuring that all employees and temporary workers, who work at locations under the control of other employers, are given all the health and safety information relevant to the other employer and their assignment (including whether personal protective equipment is required and if so, how it will be supplied): (see note 7)

Before engaging any of our staff on a new site, it is the responsibility of the sales consultant and branch manager to ensure all relevant Health and Safety risks have been validated and all relevant paperwork etc is made available to the workers and that timesheets have all the relevant Health and Safety information entered.

Person(s) responsible for ensuring all employees and temporary workers working at location(s) under the control of another employer receive the necessary health and safety training:

This is the responsibility of the branch manager and the site manager at the clients' location. Backline will ensure all our staff have the required induction to that site and that clients operating practices and procedures are followed.

## **SECTION 10: Personal protective equipment** (see note 8)

An employer has a duty to eliminate or control risk as far as is reasonably practicable before resorting to personal protective equipment. However, many tasks require such precautions, in which case persons at risk must be provided with suitable protective equipment.

Backline will provide uniform, HI VIS vest, gloves and footwear where required. Additional PPE will be provided should the client or rest deemed to warrant it.

## **SECTION 11: Noise and temperature**

Excessive noise impairs hearing and increases pulse rate, blood pressure and breathing rate. Noise levels will be assessed, and any risks prevented. Similarly, the temperature inside the premises will be kept at a reasonable level. (see note 9)

### **Person Responsible for assessing noise and temperature levels:**

Name: The branch manager of each individual site on a daily basis.

Name: Paul Church

Status: Compliance, Systems and Facilities Manager

Mobile: 07848 033015

Email: paul.church@backlinelogistics.co.uk

**Records located at: At branch and with Paul Church**

## **Section 12: First-aid and medical facilities on the Company's premises**

First Aid requirements must be met for all employees whether they are working at the designated premises or elsewhere. Employees must be made aware of the provision, and records must be kept of treatment administered. (see note 10)

Because of the nature and the numbers of staff in each branch Backline do not have a requirement to provide a qualified 1<sup>st</sup> aider. However, because of the working environment at the Outbase all staff there are qualified first aiders.

All branches have a first aid box. Make sure you are aware of its location. It is the duty of the branch manager to maintain those first aid boxes.

The two Outbase locations at Exeter and Andover are equipped with Defibrillators.

Each branch also holds an accident book for all personal injuries no matter how small or large they maybe. It is your responsibility to ensure you report any injury and that it is entered into the accident book.

Notes

Note no.	Section heading	Explanation
1.	Section 4: Accident reporting	The identity of the Enforcing Authority will vary depending on the nature of the employer's business. The Enforcing Authority for a recruitment business will usually be the Local Authority so we suggest you contact your Local Authority for guidance on how best to report an accident to them.
2.	Section 6: Fire Safety	If required, guidance on the rules/procedures to follow in the event of a fire can be obtained from your local fire service.
3.	Section 7: Workplace equipment	<p>Guidance produced by the Health and Safety Executive states that any equipment which is used by an employee at work is covered by the Provision and Use of Work Equipment Regulations 1998. If an employee is allowed to provide their own equipment, this will also come under the Regulations.</p> <p>Regulation 4 states that every employer must ensure that workplace equipment is suitable for the purpose for which it is used or provided.</p> <p>Under Regulation 4(2), in selecting workplace equipment, every employer must take into account the working conditions and the health and safety risks of those on the premises, as well as those using the equipment and eliminate (where possible) or control those risks.</p> <p>Regulation 5 states that an employer must also ensure that all workplace equipment is maintained in efficient working order and in good repair. Maintenance should only be carried out by someone who has the necessary training, knowledge and experience.</p> <p>Regulation 6 states that employers should inspect the workplace equipment to ensure that health and safety conditions are</p>





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Note no.	Section heading	Explanation
		maintained, and that any deterioration can be detected and remedied in good time.
4.	Section 7: Workplace equipment	<p>The term 'portable electrical equipment' is not defined in the legislation. However the Health and Safety Executive's guidance (<i>'Maintaining portable and transportable electrical equipment'</i>) defines portable equipment as <i>"equipment that is not part of a fixed installation, but is intended to be connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket, or a spur box, or similar means. This includes equipment that is either hand-held or hand-operated while connected to the supply, intended to be moved while connected to the supply, or likely to be moved while connected to the supply."</i></p> <p>The guidance provides some examples of portable electrical equipment, including kettles, desk lamps, TVs, PC projectors, water chillers, fridges, microwaves, photocopiers, fax machines, desktop computers, mobile phone and other battery-charging equipment that is plugged into the mains (but the phones themselves and any other battery-operated equipment would not be included), extension leads, multi-way adaptors and connection leads.</p>
5.	Section 7: Workplace equipment	<p>The term 'portable electrical equipment' is not defined in the legislation. However the Health and Safety Executive's guidance (<i>'Maintaining portable and transportable electrical equipment'</i>) defines portable equipment as <i>"equipment that is not part of a fixed installation, but is intended to be connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket, or a spur box, or similar means. This includes equipment that is either hand-held or hand-operated while connected to the supply, intended to be moved while connected to the supply, or likely to be moved while connected to the supply."</i></p> <p>The guidance provides some examples of portable electrical equipment, including kettles, desk lamps, TVs, PC projectors, water chillers, fridges, microwaves, photocopiers, fax machines, desktop computers, mobile phone and other battery-charging equipment that is plugged into the mains (but the phones themselves and any other battery-operated equipment would not be included), extension leads, multi-way adaptors and connection leads.</p>
6.	Section 8: Health and safety training	Regulation 13 of the Management of Health and Safety at Work Regulations 1999 outlines some examples where further health and safety training may be required. These examples include where an employee is starting work, a change in an employee's work responsibilities or their skills need refreshing/updating.





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Note no.	Section heading	Explanation
7.	Section 8: Health and safety training	If you do not supply any workers (including employees, employed agency workers and temporary workers) into hazardous environments, then you can delete this section.
8.	Section 9: Information, instruction and supervision	This will include all employees/recruitment consultants, temporary workers and employed agency workers who have been sent to work under the supervision of the client.
9.	Section 10: Personal protective equipment	<p>Personal protective equipment includes high visibility jackets, safety goggles, safety boots and clothing designed to protect against adverse weather conditions.</p> <p>An employment agency or business will not typically require personal protective equipment for their employees. If this is the case, then the whole of Section 10 can be deleted.</p> <p>Please note that temporary workers and employed agency workers may require personal protective equipment while working under the client's supervision. The employment business must have a representative who is responsible for cooperating with the client to ensure PPE is provided where necessary.</p>
10.	Section 11: Noise          Temperature	<p>Regulations 5 and 6 of the Control of Noise at Work Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work.</p> <p>Regulation 4 provides a lower value of personal noise exposure of 80 dB (A-weighted) and a peak sound pressure of 135 dB (C-weighted). Regulation 4 further provides an upper noise exposure value of 85dB (A-weighted) and a peak sound pressure of 137dB.</p> <p>The Health and Safety Executive has published a leaflet which may be of help in managing noise levels in the workplace.</p> <p>The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 7) states that, during working hours, the temperature in all workplaces inside buildings shall be reasonable. The Regulations do not give any guidance as to what is considered a reasonable temperature. However, the HSE advises that the workplace temperature should be at least 16 degrees Celsius.</p> <p>The Regulations and the HSE do not give guidance on a maximum room temperature because what constitutes a reasonable temperature will vary depending on the type of workplace, amount of air movement and relative humidity.</p> <p>Regulation 7 also states that a sufficient number of thermometers</p>



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		shall be provided to enable persons at work to determine the temperature in any workplace inside a building.

Signed on behalf of Backline Logistics.

Paul Church

*Paul Church*

Position: Compliance, Systems and Facilities Manager

Date January 09.01.2025