


LFC

HEALTH & SAFETY POLICY

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15 Austin Friars, London, EC2N 2HE

Tel: 020 7397 1510

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Document Owner

Business Unit/ Department
LFC Human Resources (LFC HR)



Dear Employee,

All London Forfaiting Company (LFC) employees have the right to work where risks to their health and safety are properly controlled. The concept of Health and safety is about stopping you getting hurt at work or ill through work.

LFC is responsible for health and safety, but you must help.

This manual is not only a reference booklet for when things go wrong. It is primarily intended to be used to minimise risks to health and safety arising in the first place. You have a duty to do everything you reasonably can, following the guidance in this manual, to work safely and do nothing that could affect your own health and safety or that of others. This is a statutory requirement under the Health and Safety at Work Act 1974.

This manual will give you more information not only on what your duty entails but also on LFC's arrangements regarding, for example, how to report a hazard. Any wilful, reckless, or seriously negligent failure to comply with this duty may well render you liable to disciplinary action.

Everyone (other than visitors) working on Company premises should read this Health and Safety manual. Please take the time to read through this document and familiarise yourself with our ethos of a safe workplace. If you are unsure about any aspect of LFC's Health & Safety Policy, please contact Human Resources.

Vivian Garcia
Head of HR

Simon Lay
Chief Executive Officer



HEALTH & SAFETY

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Commitment

LFC are fully committed to ensuring the health, safety and welfare of all our employees and those other parties that may be affected by our activities and operations. LFC will ensure that our Health & Safety Policy will be reviewed regularly and that the objectives are clear and that all changes to legislation will be understood and implemented. We will strive to provide information, instruction, training and supervision to all employees. All employees must also co-operate with LFC to carry out their health and safety responsibilities.

Purpose

The purpose of this Policy is to both manage health and safety risks in our workplace whilst also preventing accidents and cases of work-related ill health. Via this Policy, we hope to provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.

Scope

The scope is to ensure safe and healthy working conditions. These procedures apply to all employees, with no exceptions. It is therefore your responsibility to make sure you observe and adhere to this Policy at all times. We view any breach seriously. Should any employee neglect their responsibilities, LFC will investigate and potentially take disciplinary action. This may include dismissal in instances we consider gross misconduct.

Responsibility

LFC Human Resources has direct responsibility for maintaining this Policy. Any amendments, proposals or changes must be approved by LFC Human Resources. Failure to comply with health and safety laws can result in both civil and criminal penalties. As an employer, if someone has an accident at work or is made ill, a health and safety regulator can prosecute that employer for a criminal offence, and / or the person who was injured or made ill can make a civil claim for damages. The law states that no one has to be harmed for a health and safety offence to occur. The risk of harm is enough for an offence.

1.0 What LFC Must Do for You

In order to ensure our employees are safe and content in the workplace, LFC will:

1. Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
2. In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
3. Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
4. Give you the health and safety training you need to do your job.
5. Provide you with any equipment you need, and ensure it is properly looked after.
6. Provide toilets, washing facilities and drinking water.
7. Provide adequate first-aid facilities.
8. Report injuries, diseases, and dangerous incidents online at www.hse.gov.uk.
9. Have insurance that covers you in case you get hurt at work or ill through work.

2.0 What You Must Do for LFC

1. Follow the training you have received when using any work items your employer has given you.
2. Take reasonable care of your own and other people's health and safety.
3. Co-operate with your employer on health and safety.
4. Tell someone (Management, your Direct, or your HR representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

3.0 Compliance with UK Legislation

LFC is committed towards legislation that oversees this topic and has adopted a number of measures to comply with and adopt the requirements stipulated and is also committed to reviewing and improving such measures on an annual basis.

3.1 The Health and Safety at Work etc. Act 1974 (HASAWA 1974)

This act sets out the framework for managing workplace health and safety in the UK. HASAWA is based on common sense and safe practice. It places the duty on employers to take responsibility for the health and safety of their employees at work “as far as is reasonably practicable”. The act defines the general duties of everyone from employers (section 2) and employees (section 7,8) to owners, managers and maintainers of work premises (etc.) for maintaining health and safety within most workplaces.

As a brief overview, the HASAWA 1974 requires that workplaces provide:

- 3.1.1 Adequate training of staff to ensure health and safety procedures are understood and adhered to
- 3.1.2 Adequate welfare provisions for staff at work
- 3.1.3 A safe working environment that is properly maintained and where operations within it are conducted safely
- 3.1.4 Suitable provision of relevant information, instruction, and supervision
- 3.1.5 It is also a legal requirement that LFC must keep a written record of their health and safety policy.

3.2 Management of Health and Safety at Work Regulations 1999

Also known as the ‘Management Regs’, the Management of Health and Safety at Work Regulations 1999 place a duty on employers to assess and manage risk. Specifically, they require employers to do the following

- 3.2.1 Manage risk in the workplace by carrying out risk assessments.
- 3.2.2 Take action to reduce or eliminate risks.
- 3.2.3 Appoint a ‘competent person’ to oversee health and safety in the workplace.
- 3.2.4 Provide staff with information and training with regards to safe working practice.
- 3.2.5 Have a health and safety policy in place.

4.0 LFC's Commitment Related to Legislation

LFC reviews and adopts new measures introduced by local and UK legislators. As a Company, LFC is responsible for updating any documentation, records, policies and procedures in line with recent legalisations. The Company is also committed in informing the staff members of the Company and its subsidiaries the content of policies and procedures related to health and safety and assigns the LFC Human Resources Team as the main source of information and reference.

5.0 Fire Evacuation Plan

5.1 Every Thursday at 10:00am there is a fire alarm test for the building. You do not need to take any action.

5.2 The Fire Warden for LFC is currently Vivi Garcia with Paul Bohannon as the Deputy Fire Warden. In the event of a fire, they will lead the evacuation procedure wearing hi-vis jackets for ease of identification.

5.3 If you discover a fire:

- Immediately operate the nearest Fire Alarm Button by pushing the plastic inwards until it breaks. Fire Alarm Points are located throughout the building, at all Fire Exits.
- Warn everyone in the area by shouting "FIRE" and commence evacuating the building. Do not use the lifts.
- On your way out inform reception of the location of the fire or call 999 stating that there is a fire at 15 Austin Friars.
- Please never try to tackle a fire yourself. However, if it is safe to do so, if you have been trained how to, then attack the fire using the extinguishers provided.

5.4 Action on hearing the fire alarm:

- The fire alarm is a loud siren.
- Stop work and any telephone calls immediately.
- Do not tarry to collect any personal belongings; your priority is getting out of the building as soon as possible.
- Close, but do not lock, all doors and windows behind you to contain the fire and smoke.

- Should we ever have to evacuate the building, do so by the nearest safe route, which is the back staircase, as the lifts will be out of action.
- All doors will be automatically open.
- Proceed straight to the emergency assembly point which is: outside Balls Brothers bar / restaurant, outside in the Austin Friars courtyard. To get there, you will need to turn right out of the building, then left at the end of the courtyard, then head straight towards Pinners Passage.
- If you are with any visitors or contractors, then you are responsible for their safe evacuation and for accompanying them to the assembly point.
- At the assembly point report to your Fire Warden.
- Do not return to the building until told it is safe. Our Fire Actions are detailed on notices displayed round the building.

6.0 First Aid

In the event of injury or sudden illness, failure to provide first aid could result in a casualty's death. The employer should ensure that an employee who is injured or taken ill at work receives immediate attention. As a result of this expectation, the below points must be noted:

- In accordance with the Health and Safety (First-Aid) Regulations 1981, LFC provides adequate and appropriate equipment on site. Please note that there is a first aid kit in the stationery cupboard.
- Currently, it is not a legal requirement for all businesses to provide access to a defibrillator under the Health and Safety (First-Aid) Regulations 1981, nevertheless LFC has a defibrillator located at the kitchen.
- At present, two LFC employees are fully trained in Emergency First Aid at Work: one female, and one male.
- Should an employee have an allergy or a medical condition their employer should be aware of, they should ask to have a confidential and informative chat with one of their First Aid trained colleagues to discuss any procedures they should follow in a medical emergency.
- In the instance of an allergy, one should complete the LFC Allergy Action Plan form. It is important for LFC and employees to work together to create an allergy safe working environment.

7.0 Effective Date and Review

This policy and procedure(s) is effective as from May 2024.

END

Notes
