



Health and Safety Policy

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Introduction

London Forfaiting Company Ltd. ("LFC"), as an employer, retains overall and final responsibility for the health and safety of its employees. LFC have appointed a LFC Health & Safety Officer (HSO) as the designated person responsible for the promotion of safety awareness, maintenance of safe working environment and the instruction and training of employees. All matter concerning Health & safety should be directed to the HSO.

London Forfaiting Company Ltd put high importance on the Health and Safety of all of its employees, visitors and contractors with whom they engage and endeavour to ensure a safe and comfortable working environment for everyone.

The purpose of this policy is to highlight the procedures and educate all employees in how to ensure a high standard of health and safety is maintained throughout all of LFC's premises' and extend to all staff.

Legal Responsibilities of Employees

All LFC employees have a legal responsibility under Section 7 of the Health & Safety at Work Act 1974 to take reasonable care of themselves and all others who may be affected by their acts and omissions and to co-operate with LFC with regard to maintaining a suitable standard of Health & Safety. All persons on LFC premises have a duty under Section 8 of the above Act not to interfere with or to misuse anything provided by LFC in the interests of Health & Safety.

Training of Employees

LFC has adopted the Health & Safety Executive publication 'Essentials of Health & Safety at Work' as its training manual, a copy is located on the LFC General Directory (V:\Health & Safety\Essentials of Health and Safety at Work). All staff are required to read this publication.

Risk Assessment

LFC essentially operates in an "Office" environment, consequently activities are low risk. LFC has undertaken an Office Risk Assessment (V:\Health&Safety\Risk Assessment) which employees are required to read. No work outside the scope of this Risk Assessment will be permitted unless it is covered by a suitable and sufficient assessment of the risk involved in the work as required by the Management of Health & Safety at Work Regulations.

Procedure in case of Fire

Instructions concerning procedure in the case of fire and prominently displayed at strategic points around LFC's office area and the buildings common parts. Employees should familiarise themselves with these procedures and also with the escape routes in all other areas of LFC. On hearing the fire alarm employees will direct any visitors to the nearest usable exits. The Fire Marshall is in charge of implementing LFC's emergency evacuation procedures and may issue instructions to and request assistance from other employees.

Accident and First Aid

In the case that someone may need medical attention LFC have appointed Mr. Conor McVicker. As its Qualified First Aid Officer who has access to a fully stocked First Aid box and Defibrillator. In the case that someone will need further treatment or that First Aid will not be sufficient an ambulance should be summoned by telephone immediately. An appointed employee will await its arrival and direct the ambulance crew to the casualty.

All accident's or incidents, including near misses, must be reported promptly using the accident report form contained in this document to the HSO. Any person may report an accident/incident.

Employees who suffer from epilepsy, diabetes or any other serious condition that is likely to require urgent attention are advised, in their own interest, to inform the LFC HSO, in order that assistance may be rendered promptly if necessary.

Housekeeping

It is important that hazardous working conditions are not allowed to develop. All areas must be kept clean and tidy and any situation that is discovered that could pose a potential threat to someone should be reported immediately and directly to the HSO. Furniture or other large items must not be placed in corridors, circulation areas, on stairways or in a way that may disrupt the use of an emergency exit.

Slips and Trips

Slips and trips are one of the most common workplace accident's that can result in injury. In order to avoid any potential hazard it is the duty of all employees to report any damaged flooring or stairways as soon as they are discovered to the designated HSO. Any spillages or obstructions such as loose wires or boxes must be cleared away as soon as they are discovered or once again reported to the HSO. It is the responsibility of the employee to ensure they avoid any hazardous situation and are mindful of any work attire that could potentially lead to an accident such as long loose dresses or inappropriate footwear.

Office Equipment

Office equipment and furniture can be heavy. Care should be taken when moving it to avoid undue strain. Request help with very heavy objects.

DO NOT stand on revolving chairs.

Use of Step Ladders

The use of step ladders or step stools must be used in all instances to access material at height to avoid over stretching. Furniture should never be used as a substitute. Only trade graded ladders must be purchased and used in a professional environment.

Electrical Equipment

When using electrical equipment do not remove any screwed on covers. When access is provided, e.g. photocopiers and printers, to clear jams, turn the power off if this does not happen automatically, before dealing with the issue. Ensure all power is turned off when attempting to clean any electrical equipment.

Ensure all electrical wires are placed and stored correctly to avoid creating a trip hazard. Before leaving the office ensure all electrical devices are switched off, except those required to remain on during non-working hours.

Do not carry out any works on electrical equipment or installations.

Electrical Safety

All mains powered electrical equipment must be inspected for safety according to health and safety guidelines, any item not formally checked for electrical safety must be reported to the HSO, who will arrange for the item to be tested in due course. Any item suspected of being defective because of

age, appearance or damage must be taken out of service and the item reported to the HSO who will arrange for the item to be tested or replaced in due course.

Room Heaters

Due to the associated risk of fire, the use of any type of electrical or bottle-gas room heater is strictly prohibited.

Display Screen Equipment (DSE)

LFC is committed to implementing the requirements of the Display Screen Equipment Regulations 1992 and to that end arranges for all their workstations to be assessed for ergonomic and other aspects of DSE safety as required by the regulations and to be used in a safe manner. The LFC HSO is trained in DSE workstation assessment.

Drugs and Alcohol

LFC take a zero tolerance approach to drugs and alcohol in the workplace. It is an employee's responsibility to take reasonable care of themselves and to consider others who may be affected by their actions at work.

Workplace Violence

Violence at work can be physical, verbal and emotional. LFC have a zero tolerance approach to violence at work in any form. Any employee found to be responsible for any kind of violence at work will be subject to disciplinary procedures.

Review

This Health & Safety Policy, and associated codes of practice will be reviewed and updated annually, or more often if necessary.

Display Screen Equipment Guidelines

The UK's Health and Safety Executive has issued a leaflet 'Working with VDUs' as a guide for people who work with visual display units (VDUs) (previous description of DSE, in the context of the leaflet, the two are the same). The leaflet answers the most common questions about VDUs' and health, gives a summary of the law on VDU work (the Health & Safety (Display Screen Equipment) Regulations 1992), and outlines what employers and employees should do to comply. It also suggests simple adjustments that users can make to workstations and screens to make them more comfortable and easy to use. Here you will find lots of good practice advice for working at the PC in the office and at home or working with a laptop. A copy of the leaflet can be found on the LFC General Directory (V:\Health & Safety\Working with VDUs).

Display Screen Equipment Guidance

1. Adjust the back rest of your chair to fully support your lower back, and sit well back into the chair.
2. Adjust the seat height until your forearms are horizontal and wrists straight while using the keyboard. Bring the keyboard close to the edge of your desk just leaving enough room for a gel filled wrist rest if you want one or to just rest the heel of your hands. Avoid pushing your keyboard forward to keep papers in front of it. If you do this you will probably lean forward to reach it and your back will no longer be supported by your chair. Do not rest your wrists on the edge of your desk or bend your hands up at the wrist. Keep a soft touch on your keyboard so you don't overstretch your fingers. Place the mouse right beside the keyboard so that you do not have to stretch, use a gel filled mouse mat if you wish.

3. When you have the seat height right, if your feet do not rest comfortably on the floor use a footrest, get a purpose made one or a suitably side box.
4. The screen should be approximately at arm's length. Adjust the height so that the top of the screen is at eye level when sitting upright and looking straight ahead. If you need to look at the keyboard to type the screen can be lowered to avoid repeated neck movements. Adjust the angle of the screen to suit your sitting height.
5. Do not lean over to read documents. Use a document holder, and place it beside the screen at the same distance, height and angle as the screen.
6. Position the workstation so that windows or lights are not in the same ahead line of sight, sit sideways to windows or use blinds to cut out unwanted light. Avoid any remaining reflections from windows or lights on the screen by adjusting the screens angle.
7. Adjust the brightness of the monitor screen to suit the lighting conditions in the room. Note that for persons with light sensitivity who require low screen lighting, this can be difficult to achieve on some flat screen monitors, consult your DSE assessor if this is the case.
8. If there is a flicker or any other deterioration of the image on the screen, make adjustments or report the matter for repair.
9. Keep the screen clean
10. Sitting in the same position and staring at the screen for long periods is undesirable so break the work up with other activities which do not involve similar movements of the arms and wrists and preferably involves some walking about. Plan to spend five minutes an hour doing this if your computer work is not naturally disrupted by answering the phone, consulting colleagues or other duties that do not involve computer use. It all adds up to give your eyes, muscles and joints the needed break from sitting, staring and keyboarding.
11. Eyesight. If your eyesight is good or is satisfactorily corrected by spectacles or contact lenses, you should have no difficulty using a display screen. If you wear bifocals or varifocals you may find that you need a separate pair of spectacles to work at the display screen comfortably. (Most wearers of reading glasses find that their prescription is suitable for display screen work). If you are quite sure that your work station is satisfactory and yet you get headaches or "eyestrain", or if you cannot achieve a layout that is comfortable, you should consider visual problems. It would then be appropriate for your eyesight to be tested.
12. Eye tests. Employees of LFC who use display screen equipment for a substantial part of their work will be entitled to an eye test, paid for by LFC.
13. Working whilst pregnant. The Health and Safety Executive advise that computer screen do not constitute any risk to users who are pregnant or to their unborn child. Nevertheless, employees who may still have concerns about this area should contact the HSO. In exceptional circumstances, and when practicable, the employee will be given alternative duties or alternative methods of working.
14. Laptops/Notebooks. Employees using a laptop/notebook for LFC work related activities should, where practicable, use an external keyboard, an external mouse and a platform to raise the screen to a suitable height, packets of A4 paper or telephone directories can be used to provide suitable and stable support.
15. Homeworking. In the event that you are required to undertake LFC work related activities from your home make sure your home set up is as good as that in the office. Duplicate all the conditions you have at work, good chair, desk, screen height etc. Should LFC require an employee to work at home, as opposed to employees who choose to work from home occasionally, it is the responsibility of LFC as an employer to carry out appropriate risk assessments of the work activities and ensure that there is a suitable, safe place for the

employee to work and that any equipment provided by LFC is maintained in a safe condition. This may require checks to be carried out, under direction, by the employee and a report submitted to the employer.

Display Screen Equipment Regulations

Eye Tests for Employees

Entitlement

Under the regulations employers must arrange an eye test for employees who request one in advance and are DSE 'users'. DSE 'users' are defined as users of Display Screen Equipment for near continuous spells of one hour or more at a time, more or less daily. HSE guidance also states that employees using DSE occasionally for limited purposes e.g. reception employees are not entitled 'users'.

Scope of the eye test

The eye-test is to determine whether the employee has any defect of sight which requires correction when working with the display screen i.e. provision of special corrective appliances solely for DSE use.

The eye-test provider and provision of

LFC is entitled, under the regulations, to specify the eye-test provider; LFC have designated Specsavers as its preferred provider. LFC will supply employees with a VDU eye care voucher which will entitle them to an eye-test under the DSE Regulations. Should it be identified that an employee requires glasses solely and specifically for VDU use the voucher will entitle employees to select a pair of glasses from the appropriate range of glasses.

LFC will normally only pay for DSE eye tests carried out by Specsavers and only then if LFC has supplied the employee with an Eye care voucher in advance. To obtain a prepaid DSE eye test voucher contact the LFC HSO.

Intervals between eye tests

LFC will accept the advice of Specsavers's optometrists in such matters. However, as a guide, the usual interval between eye tests for employees previously diagnosed as requiring spectacles solely for DSE use is 12 months.

For employees previously diagnosed as satisfying the DSE eyesight standard without special corrective appliances and not experiencing new visual difficulties that may be related to DSE work in the interim the interval between eye tests is 24 months.

Fire Action Instructions

If you discover a fire

1. Operate the nearest Fire Alarm (small red boxes on office walls and lift lobbies). Just press to crack the glass and activate the alarm.
2. Leave the building by the nearest exit. Do not use the lifts. Do not attempt to extinguish the fire unless you have been trained in the use of fire extinguishers and are confident that you can do so safely.
3. Move well clear of the building. Once outside DO NOT RE-ENTER the building unless told it is safe to do so by the Duty Attendant or an officer of the Fire Brigade.

If you hear the Fire Alarm

1. Leave the building promptly by the nearest exit. Do not delay to collect any belongings, make telephone enquires etc. Do not use the lifts.
2. Move well clear of the building. Once outside DO NOT RE-ENTER the building unless told it is safe to do so by the Duty Attendant or an officer of the Fire Brigade.

Copies of this instruction are posted in prominent positions in offices and lobbies throughout LFC.

Reporting and Accident or Incident

Anyone can report an incident or accident to the designated LFC HSO (Health & Safety Officer). Any Incident or accident that has happened within the workplace that has resulted in injury must be reported promptly. Attached is a copy of the Incident/Accident report form, that once completed must be handed to the LFC HSO.

Accident/Incident Report Form

An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property or harm to the environment. Anyone can complete an accident/incident report form. Once completed the form should be handed to the HSO.

Confidentiality – This form will be held securely by the LFC HSO for the purpose of monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein.

Details of the person completing this report:

Full Name

Address & Postcode (if visitor or contractor)

.....

Telephone (Contact number).....

Signature..... Date.....

Details of accident/incident – Give details of what happened and give cause (how and why) if known – Use separate page if required:

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.....
.....
.....

When it happened: Date Time

Where it happened

Details of any persons injured:

Full Name

Address & Postcode (if visitor or contractor)

.....

Telephone (Contact number).....

Nature of injury

Treatment given By

Taken to Hospital: Yes/No If Yes, which Hospital & how

Absent from work as a result of the accident/incident? Yes/No If Yes – number of days

For Completion by the Health & Safety Officer:

Accident/Incident Investigated: Yes/No

Written investigation Report necessary: Yes/ No

Investigation Report Complete: Yes/No