

# Health and Safety Policy



Subject	Health and Safety Policy	
To	European Furniture Group Limited	
Date	January 2023	
Status	Internal use only	
Version	1.0	May 2022

## Purpose

To outline the Company's policy regarding Health and Safety in the workplace.

## Scope

This policy applies to all employees.

## Policy Statement

EFG Furniture Group Limited is a privately owned business that imports, distributes and installs office furniture, with exclusive distribution rights for the Scandinavian EFG and SAVO brands.

The Company has a strict policy that it will comply with the provisions of the Health and Safety at Work Act 1974 and all associated regulations and codes of practice that are made and may come into force under it from time to time in order to ensure that no person is put at risk as a result of its activities.

The Company will comply with what is regarded as best practice in relation to the work it carries out. It is the firm policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose, to also provide and maintain means of both access and egress that are safe and without risk. We also accept our responsibility for the health and safety of others who may be affected by our activities.

The company will provide such protective equipment as is necessary for the health and safety at work of employees.

The company will monitor the effectiveness of health and safety provisions throughout the company in consultation with appointed Trade Union Safety Representatives.

The company endeavours to ensure that all relevant Statutes, Regulations and codes of Practice are complied with. The minimum standards that will be adopted by the company are those required by law, although the company will seek to exceed these where it is a benefit.

## **Responsibilities on matters of health and safety**

Overall and final responsibility for health and safety within the Company is that of the Managing Director.

The day-to-day responsibility and management of the health and safety policy is that of Phil Swift.

All employees have the responsibility laid upon them under section 7 of the Health and Safety at Work 1974, to co-operate fully with management in achieving a healthy and safe workplace and to take reasonable care of themselves and others who may be affected by their actions and omissions.

All employees of the Company upon noticing a health and safety problem must inform the appropriate person named above and also a safety representative if there is one. As a Company we will ensure that all health and safety matters are communicated in an effective and timely manner to all employees.

Breaches of this policies requirements shall be subject to company disciplinary procedures.

## **Safety Rules**

Anything which looks unsafe or you know is unsafe such as trailing cables, sharp projections, broken or chipped glass, employees not working in a safe manner, fire hazards and faults in electrical equipment must be reported to a member of management immediately who will then decide if any further action is necessary.

## **Covid-19**

To protect the health, safety and wellbeing of staff, Acas has confirmed that employers should:

- keep everyone updated on actions being taken to reduce risks of exposure in the workplace
- make sure that all staff contact numbers and emergency contact details are up to date
- make sure managers know how to spot symptoms of coronavirus and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in the case where an employee shows symptoms of the virus
- make sure there are clean places to wash hands with hot water and soap and encourage everyone to wash their hands regularly
- provide hand sanitiser and tissues for staff and encourage them to use them
- reconsider any travel to affected areas
- Keep abreast of current government guidelines

## **Working with Display Screen Equipment (DSE)**

The Health and Safety (Display Screen Equipment) Regulations 1992 are designed to protect the health of all employees who habitually use display screen equipment (DSE) as a significant part of their job. All employees who use DSE will be regarded as DSE users as defined in the Regulations. Users are entitled to a DSE assessment at least once annually and, when requested, an eye and sight test will be provided and the cost reimbursed by European Furniture Group Limited.

## **Manual Handling**

No employee should lift any substance or article more than they can reasonably manage. If in doubt DON'T LIFT. Take extra care when handling items which are flammable or corrosive such as cleaning agents. Incorrect handling of loads can cause injury and pain.

## **Ladders**

Under no circumstances are ladders to be used for long duration work at height. To reach shelves above stepladders must be used. Avoid over reaching and over stretching, and if necessary ask for help.

## **Safe Stacking and Storage**

Extreme care must be taken at all times to ensure safe and secure stacking and storage of all articles and substances. Do not overload shelves with heavy weights or objects which might cause the shelf to collapse. If in doubt consult a member of management. Do not leave boxes/files stacked in a sloping position and always store neatly.

## **Electrical Safety**

All employees must visually check electrical equipment before its use, looking for such things like frayed cables and leads, scorch marks on the plug case and faulty adapters. Any such observations should be divulged to a manager immediately and the equipment should not be used until further notice has been issued. Do not overload plugs with adapters and always check extension leads if they are in use.

## **Lighting**

Always ensure that your work areas are well lit so that you have adequate light to undertake your work tasks. If the lighting level becomes inadequate report this to a member of management. In appropriate cases make sure gas and electricity are turned off on appliances before leaving work and never interfere with them.

## **Slips, trips and falls**

Slips, trips and falls account for the major cause of injury sustained at work. All employees are responsible for cleaning up any spillage immediately. Employees must never leave or store trays; boxes, wheels etc where it is possible for other employees, or members of the public to fall over them.

## **Gangways and Exits**

Managers should ensure that where necessary gangways are clearly marked. However, it is the responsibility of every employee to make sure that emergency exits, corridors, gangways and doorways are kept free from obstructions at all times.

## **Fire Safety**

Fire drills, alarm testing and maintenance records will be maintained by management. All employees must familiarise themselves with the fire drill, evacuation procedure, fire exits and siting of fire extinguishers. Improper use of the firefighting equipment will be regarded as a very serious matter and will be treated as gross misconduct.

## **Accidents**

All accidents, no matter how minor they may seem, must be reported immediately to a first aider or manager, details of which must then be entered into the accident book which is kept with Head of Operations – Phil Swift, as soon as possible after the incident. Details of trained first aiders are displayed on the notice boards. You will be expected to co-operate fully in any investigation which is carried out to determine the cause or causes of the accident but not to pinpoint blame.

First aiders will assess and treat casualties as necessary. Anything which looks to be serious will be dealt with by a doctor, paramedic or hospital staff.

It is the responsibility of all first aiders to maintain the first aid boxes and keep them fully stocked.

## **Reports to the Health and Safety Executive**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Directors.

## **Condemnation and disposal of equipment**

Procedures for the, condemnation and disposal of equipment are determined by the Directors. Any member of Staff introducing new equipment should have such equipment checked initially by the Health and Safety Officers.

## **Control of Substances Hazardous to Health (COSHH)**

The Company has carried out assessments of substances in use on its premises and a register is maintained in accordance with the COSHH Regulations 2002. If you are required to use substances listed in the register, you will be given instructions and training in the safe method of operation. If necessary, you will be issued with appropriate protective clothing.

Under the COSHH Regulations you will be expected to take special care in reading the labels on bottles/containers and carrying out their recommendations where it is

reasonably practicable to do so. You must contact a member of management if you are unsure about any substance you use.

You may also be asked to attend compulsory training sessions on new legislation and this is for your own wellbeing.

## **Noise at Work**

Where reasonably practicable action is taken to reduce exposure to below the levels specified in the Control of Noise at Work Regulations 2005. However, where it is not reasonably practicable, employees will be issued with the appropriate personal hearing protection and given advice and training on the use of such protection.

## **Stress**

EFG is committed to providing an environment, which is a pleasant and comfortable place to work. We are aware of the effects of untreated, long-term stress on individuals and have designed the following policy to ensure that employees do not suffer from the debilitating condition.

We do, however, acknowledge that a certain amount of pressure is commonplace in the working environment and in a controlled manner, can be essential to top performance. The policy will assist in striking the right balance between stress and pressure.

Symptoms of stress include problems sleeping, dietary problems, mood swings, lethargy, and inability to concentrate, fatigue, emotionalism, chest pains, palpitations, sweat and racing heart. If you suffer from any of these symptoms, you are advised to see your GP without delay.

If you consider yourself to be suffering with stress for whatever reason (work, personal or no known reason), you should approach your Supervisor/Manager, who will adopt a positive, counselling approach to the issue. If it is a problem that cannot be discussed with your Supervisor/Manager, then they should immediately contact another Manager from another department.

At this point you may be referred to the Company Occupational Health Specialist for advice and treatment.

Any employee noting symptoms of stress in a colleague should approach their Manager, who will act in strict confidence, strictly for the purpose of avoiding health-related problems.

Absence due to stress related illness should be treated in the same way as any other ill health.

On return to work from any period of stress related illness, the Company will take account of medical opinion (if appropriate and available) and the needs of the business when determining which duties are most appropriate.

## **Smoking Policy**

Since 1st July 2007 it has become illegal to smoke within the workplace. Therefore, the Company has a duty to ensure as far as practicable, the health and safety and welfare of its employees. The Company has imposed a total ban on smoking (including the use of electronic cigarettes) inside its premises including (without limitation) communal areas such as canteens, toilets and changing areas. Smoking will only be permitted outside in designated areas. When smoking outside, you must dispose of the cigarette butts and other litter appropriately in the receptacles provided.

If you are caught smoking (including electronic cigarettes) on Company premises, other than the designated smoking area you will commit an offence under the Company's disciplinary procedure. Under the procedure, such an offence (or any breach of this policy) will normally be viewed as gross misconduct and therefore would render you liable to summary dismissal.

Smoking areas may only be used during official breaks and at lunchtimes.

## **Members of the public and visitors to European Furniture Group Limited premises**

The company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should inform the chief executives. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.

The policy itself is subject to annual review, but will be reviewed on a continuing regular basis and duly publish any amendments.

David Murphy  
Managing Director