

Health & Safety Policy

10. HEALTH & SAFETY

PKF will ensure you are kept safe and healthy by doing the following:

- The work environment is safe and free from hazards
- Equipment is safe and maintained well
- Train staff to use materials safely
- Instruct staff how to work safely by asking them to follow our protocols
- Carry out risk assessments where necessary

10.1 Lifting/Handling

- Staff must follow Health & safety guidelines when lifting or handling deliveries or other heavy items.
- Test the weight. If it is too heavy, please ask for help.
- Employees should not climb on tables or chairs to reach for items. Overstretching can strain muscles.
- Do not carry items up/down the stairs if they are too heavy or awkward to carry. Seek assistance.
- Risks assess and ensure that you are not putting others at risk.



Establish if the lift be avoided or if you can you use a mechanical aid to lift Or move the load. If not:

1. Assess the load

Ensure you know what you are lifting, where it is to go and its weight. Be aware of awkward shapes or unbalanced loads.

2. Personal limitations

Know the limit of your own ability. Ask for help if needed.

3. Stance

If lifting alone face the direction of travel. Stand over the load, feet shoulder width apart and one slightly in front of the other. Bend your knees whilst keeping your back straight.

4. Proper Grip

Ensure you have a firm grip of the load, using the palms of your hands and the roots of the fingers. Never lift with the fingertips!





5. Body Position

Keep your arms close to your body, ensuring your legs take the weight of the load and not your arms. Tuck your chin to your chest, this helps keep the back straight.

6. Lifting

Use your legs to lift both your upper body and the load, ensuring you keep your back straight and the load close to your body.

7. Moving

Keep the load close to your body. Without twisting the trunk, use your legs to move the load.

8. Co-ordinated Lifting

If the load is unsafe to be lifted by one person, co-ordinate the lift with a colleague, ensuring the above techniques are followed.

10.2 Correct posture

Most work carried out by staff will be computer based. Therefore, please ensure that when you sit at your desk you are comfortable and there is appropriate lighting. If there are any problems, please report it to MD immediately so the situation can be assessed.

10.3 Smoking

PKF does not allow employees to smoke on premises at any time.

If you wish to smoke, then;

- please leave the building.
- Ensure the cigarette stubs and matches are all disposed in the bin and not littered on the floor.
- After a smoke, please freshen your breath and wash your hands before returning into the communal office area.

10.4 Expectant mothers

If you are expecting, please inform us in writing as early as possible so that we **can carry** out a Health & Safety risk assessment to keep you and your unborn child safe.



10.5 Alcohol / drugs / substance abuse

PKF does not tolerate under any circumstances the following:

- Employees arriving to work under the influence of alcohol/drugs. If you arrive at work under the influence of suspected alcohol /drug consumption PKF reserve the right to send **you** home and will take disciplinary action.
- Employees may have a drink whilst at work with clients, ensuring to observe driving rules
- Employees behaving aggressively towards each other.
- If you have been prescribed drugs for medical reason you must let your MD know immediately

10.6 Medical conditions / prescribed drugs

When you start with PKF we will ask you to complete a Health Declaration. In this document you will need to tell us about your current health and any prescription drugs that you may be taking. This is to ensure in an emergency we can get the correct help to you. It also allows us to assess and modify your working environment if need be.

10.7 Fire Evacuation / other emergency

Staff's safety is our top priority and PKF have taken the necessary steps to keep the working environment safe. We have fire detection devices in place and fire extinguishers. When you start work you will be shown where the fire exits are. To keep the working environment safe please help by ensuring the following:

- Keep fire doors closed at all times.
- Do not block escape routes with objects (e.g., boxes, files or other objects)

Fire Marshall

Our designated fire marshal is Helen Haines

Fire exit routes

The fire exits are situated: Ground floor, Boardroom door & First Floor rear room window / ladder



Assembly point

All staff in the event of an evacuation should assemble at the front of the building or on the pavement.

10.7.1 If you discover a fire

1. Sound the alarm by activating the fire alarm button (press button with your thumbs). These are located on each floor.
2. Report the location of the fire to the Fire Marshall
3. If it is safe to do so, attack the fire with the appropriate fire extinguisher. Please read the instructions on the fire extinguisher and ensure you are using the right fire extinguisher for the right type of fire e.g., electrical.
4. Evacuate without delay from the nearest fire exit. Do not attempt to gather any personal belongings.
5. If you find someone who is trapped or too injured to be evacuated, proceed to the assembly point, and notify the Fire Marshall or Fire Brigade Incident Controller.
6. Close all doors and windows if safe to do so.
7. Do not re-enter the building unless the fire brigade says it is safe to do so.

10.7.2 Upon hearing the alarm

1. Notify the designated Fire Marshall
2. Remain calm; do not collect any personal belongings and evacuate the building immediately from the nearest fire exit.
3. If you find someone who is trapped or too injured to be evacuated, proceed to the meeting point, and notify the Fire Marshall or Fire Brigade Incident Controller.
4. Close all doors and windows if safe to do so.
5. Do not re-enter the building unless the fire brigade says it is safe to do so.

10.8 Accident / Incident at work

PKF complies to the regulations of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013). All accidents and incidents that happen at work must be reported to MD and logged in the Accident/Incident logbook, including accidents / incidents that:

- happened on your way to work or whilst out on an errand /lunch break
- happen to you or external contractors that are on the premises whilst
- happen to visitors / clients / other



10.9 COSHH (Control of Hazardous Substances Hazardous to Health 2002)

By following COSHH regulations PKF aims to keep all its staff safe. We will store hazardous substances in a locked cupboard as appropriate. We advise staff the following:

- all substances should be stored according to the manufacturer' s instructions
- all substances should be kept in their original containers which have their original labels intact and readable
- any person using hazardous substances should follow the usage instructions
- do not mix chemicals
- only use the substance for the purpose it is specified for.
- wear appropriate protective clothing
- always add chemical to water rather than water to chemical to avoid splash-back

10.9.1 Hazardous substance spillages

Any spillage must be dealt with immediately following the instructions on the packaging

- wear protective gloves and apron as required
- ensure the area is cleaned thoroughly; with no traces of the substance left report the incident to the MD.

10.10 Risk assessment / Security

All staff are expected to take responsibility in reporting any potential risk factors that are identified in the building. Staff should ensure:

- the front door is closed at all times and is NOT held open using a door stop.
- Internal fire doors are kept closed.
- all windows are closed and locked at the end of the day.
- electrical equipment is not broken and safe to use
- electrical sockets are not overloaded
- all wires and leads are tied / taped down to prevent trip hazards.
- any broken equipment / office items are in good working order.
- the surrounding building structure is safe i.e., no nails are protruding from furniture, radiators are not coming away from the walls, door handles are in working order etc.

Report all risk to you MD by filling in the *Risk Identified form* and hand it in to your MD for immediate attention.

