

## **18. Health & Safety**

### **18.1 Health and Safety**

Health and Safety is an integral part of the activities of Canary Wharf Group. Each person employed by the Group has a duty of care towards their own safety and the safety of others. The Group Fire, Safety & Environment Department exists to provide advice and guidance on all health and safety matters. Day to day health and safety issues should be dealt through Line Managers in the first instance.

General procedures and information on Health and Safety issues is contained in the Health, Safety and Welfare Manual. Copies of the manual as well as documents relating to the management of Health and Safety at Canary Wharf can be obtained through Outlook public Folders, InfoBase or via line managers.

The Group Health and Safety Policy and communications structure are also available in Induction handouts and are discussed during staff inductions.

### **18.2 Responsibility of all Employees**

- Must read and understand the CWG Health and Safety Policy.
- Follow safe working rules and procedures applicable to his/her sphere of activities including:
  - Wear suitable clothing at all times and any protective footwear, clothing and equipment, which is necessary and suitable to the work being undertaken.
  - Ensure that he/she knows and follows the procedure to be carried out in the event of a fire.
- Take care when working to protect yourself, colleagues, tenants, visitors and residents.
- Bring any matters identified as having Health & Safety implications to the attention of the appropriate manager or supervisor without delay.
- Request further training or assistance when asked to carry out new or unfamiliar tasks.
- Ensure all accidents and dangerous occurrences are reported and recorded without delay and co-operate fully with any investigations.
- Ensure that he/she knows and follows the procedure to be carried out in the event of a fire.
- Be aware that failure to comply with Health and Safety legislation or Company procedures can result in legal or disciplinary action.

## **18.3 General Safety Instructions**

### **Risk Assessment**

Risk assessments are the fundamental tool for ensuring safety at work. No work activity may commence unless an appropriate Risk Assessment has been carried out and the control measures it contains are given to, and understood by, the person who is to carry out the work.

### **Premises**

Premises occupied by company employees must meet at least the appropriate legal health and safety requirements and must be maintained as such.

All offices must be kept in a tidy condition and maintained to a high standard of cleanliness. Desk tops to be cleared of all loose papers at the end of each day.

All passageways, stairs, landings and fire escape routes must be kept clear and free from obstructions and storage of materials.

Fire and smoke doors must remain closed when not in use.

**Fire fighting equipment may only be used by personnel who have been trained in its use and if it is safe to do so.**

### **Electrical**

Only approved personnel are permitted to install, maintain or repair electrical apparatus. The use of extension leads should be avoided where possible. When used they must be so arranged as not to cause any tripping or electrical hazard. Items brought from home for use at work must be PAT tested before being used at work to ensure they are safe. Faulty electrical items should be reported to the Building Management team.

### **Protective clothing and equipment**

Any personal protective clothing and equipment issued must be worn if your work activity requires it.

### **Work equipment**

All new employees will be given a briefing on how to use work equipment by their line managers or colleagues before the task commences for the first time. Employees must notify their line managers when asked to use unfamiliar equipment and request a briefing.

All work equipment must be maintained in a clean condition and safe to operate.

Work equipment is to be used solely for its intended use.

If work equipment, or other implements, are used in a manner that is construed to be offensive or aggressive, this will result in disciplinary proceedings.

### **Ladders and steps**

Never use damaged equipment.

Avoid over reaching.

Keep a secure grip.

Never stand on the top rung of step ladders.

Secure the top and bottom whenever possible.

### **Manual handling**

New employees involved in frequent manual handling activities must attend manual handling training before carrying out any manual handling.

Work Experience students and minors are not permitted to carry out any manual handling.

Avoid manual handling whenever mechanical aids can be used.

Assess the weight of any object to be lifted and never lift loads that could cause possible injury.

Always get assistance when necessary.

Keep a straight back when appropriate and bend knees when lifting.

Always ensure loads to be lifted are kept close to the body.

Inspect the load for hazardous projections or edges.

Use protective clothing/equipment provided.

Persons carrying out manual handling tasks should attend formal training.

### **First Aid**

CWG has made arrangements for most Security personnel to be trained as first aiders, further training is given to individuals within the office areas. Line managers are responsible for communicating the identity of first aiders to new starters.

First Aid arrangements for construction sites will be explained during inductions specific to the site.

To arrange for the emergency services to attend site the ECC must be contacted using 2999 from a desk phone or 0207 418 2999.

### **Hygiene**

To prevent unpleasant working conditions and avoid harbouring pests all employees must correctly dispose of waste food and drink at the end of the day.

### **Smoking**

As required under The Smoke-Free (Premises and Enforcement) Regulations 2006 all buildings and enclosed spaces/areas under Canary Wharf Group control are No Smoking Areas.

Enclosed spaces (any area which is more than 50% enclosed) also include the immediate entrances and exits to buildings to be smoke free zones, thus

All employees smoking on Company premises must do so in the designated areas.

Any employee smoking in a prohibited or enclosed area may face Disciplinary Investigation and action. Please see No Smoking Policy (section 19).

### **Workplace**

All new employees must complete the Workplace Familiarisation Form (F-SM-20.00) with your Line Manager to ensure you are provided with specific workplace related health and safety information.

If you use a computer, you are required to complete an online Display Screen Equipment (DSE) Self-Assessment. A link to complete this will be sent to you when your email address is set up. A further assessment may be required dependent on the information provided in the assessment form.

The forms mentioned in this section are available from your Line Manager and electronically on InfoBase.

### **Accidents involving personal injury**

All accidents involving personal injury must be reported to your supervisor or manager. An Accident Book entry must be made and an Incident Report Form (F-SM-12.00) completed, both documents must be signed by the Line Manager and copied to departments identified on the form.

### **Accidents not involving personal injury**

All accidents resulting in damage to property, plant, machinery, tools, equipment, vehicles, fixtures or fittings, must be reported to your immediate supervisor or manager who will advise the Group Fire, Safety & Environment Department if the accident could also constitute a dangerous occurrence. The Incident Report Form (F-SM-12.00) must be used for this purpose.