



**Health & Safety**  
and  
**Welfare & Environment**  
London Office and Warehouse

20/08/14



# How to raise the fire alarm...



Break glass on the red alarm point



If you are unable to get to an alarm point , shout  
“FIRE” 3 times



If safe to do so, inform security/facilities/senior  
manager of the location of the fire



# Fire Evacuation



Fire alarm test every Friday  
between 10:30 and 11:00



Familiarise yourself  
with the Fire Exits



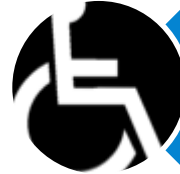
Leave via the nearest  
fire exit



Do NOT use the lifts



Stay Calm, WALK don't  
run



Wheelchair users should be  
assisted to the nearest landing, the  
fire warden/facilities/fire brigade  
should be notified



Leave your personal  
possessions and make your way  
to the nearest assembly point



The building manager will  
liaise with the fire brigade



Your manager will inform  
you when it is safe to  
return to the building



It is your responsibility to  
ensure your visitors  
evacuate safely



# Extinguishers in this building...



## CO2 (Carbon Dioxide)

To be used on live electrical equipment



## Foam

Has been designed for general office use, but not to be used on electrical fires



## Water

To be used on wood and paper



This is a refresher for employees who have been trained to use fire extinguishers. If there is a **SMALL** fire, you have a **SAFE EXIT**, and you feel confident in doing so, you can use an extinguisher to put out the fire.



# How NOT to use the extinguishers...



This is a refresher for employees who have been trained to use fire extinguishers



# How TO use the extinguishers...



This is a refresher for employees who have been trained to use fire extinguishers



## Fire doors and exits...

- Fire doors will withstand fire for at least 30 minutes
- Fire doors must never be wedged open for any reason
- You must leave via your **NEAREST** fire exit
- Fire exits must be clear at all times, this includes inside and outside of the building
- If you see a blocked fire exit, report it immediately.







# Assembly Point / Fire Exits - Main Office

- The fire exits in the main office:  
There are two fire exits in the building:  
**1. Main Door** – exit via the stairs, do not use the lift during fire evacuation



- 2. Fire Escape** – towards the back of the building (by suite four)

- The assembly point is:



**In the courtyard outside *Yamal Alsham* restaurant.**

Turn right if you exit from the front of the building and left (then right) if you exit from the back.





# Assembly Point / Fire Exits - Warehouse

- The fire exits in the warehouse:  
Both Unit 29 and Unit 30  
have two fire exits:
  1. Exit onto Imperial Road
  2. Exit into the Talina Centre  
car park



- The assembly point is:

The car park outside Unit 29 (for both Unit 29 and Unit 30)





# Health & Safety Policy...

## You have a responsibility to:

1. **Prevent accidents** occurring and **report potential hazards** to your immediate manager or supervisor.
2. **Work safely**, tidily and in conformity with already established workplace rules and conditions.
3. **Avoid misuse** of any equipment at work.
4. **Report any defects** in equipment immediately to the appropriate manager or supervisor.





# Health and Safety



## **DO**

- Report all injuries and obtain first aid immediately in the case of an accident
- Co-operate in keeping welfare facilities, kitchen and toilets clean and tidy
- Report all dangerous situations to your supervisor
- Ensure that you have relevant health & safety information for any circumstance
- Obey any safety signs
- Report any concerns to your supervisor

## **DON'T**

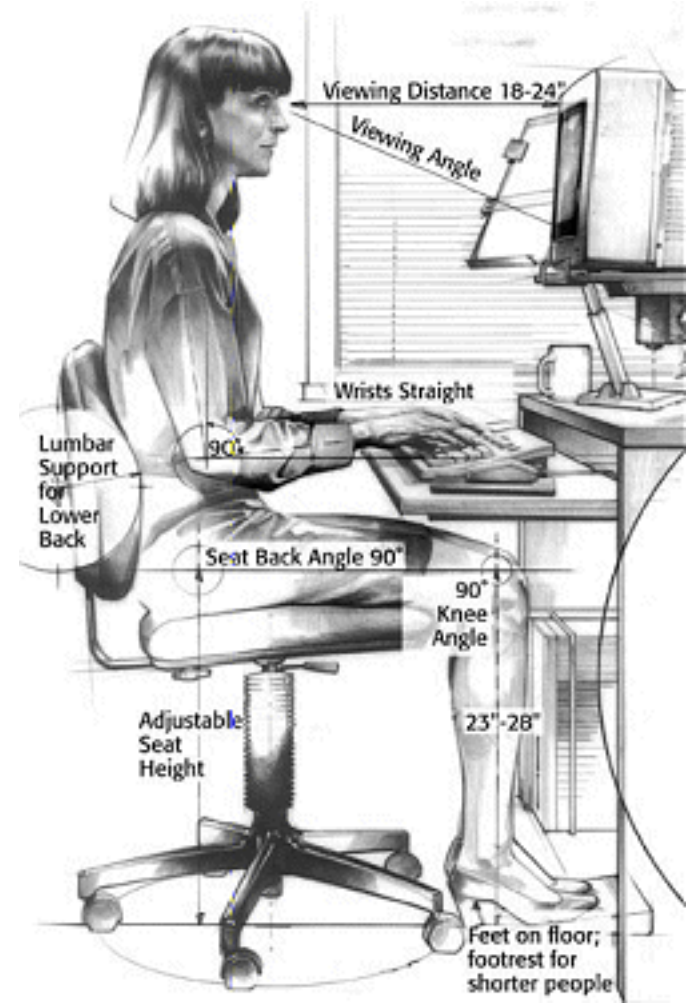
- Operate any equipment unless authorized.
- Misuse safety or other equipment
- Put yourself or others at risk
- Disassemble/Assemble desks or other office furniture. (Including removal of glass panels)





# Display screen equipment

- You can request a DSE assessment at any time
- Chairs and desks should be used in the correct way - under no circumstances should you stand on or misuse either
- If you are in any pain or experience discomfort at work, please contact HR





# Stress

- A little bit of stress is healthy
- If you think you're experiencing unhealthy stress, please let HR know immediately
- HR will help you identify the causes and help you manage it through our stress assessment





# Stress Symptoms

Here are some signs to look out for:

- Memory problems
- Lack of concentration
- Short tempered
- Changes in sleep patterns
- Increased emotional responses
- Changes in eating habits
- Using alcohol, cigarettes or drugs to relax







# Slips, trips, bangs & falls

- Any accidents on site must be recorded in the Accident Book
- The Accident books are kept in the kitchen of each suite (with the first aid kits) and in the Warehouse Manager's office, please follow the:

## [Accident and Incident Reporting Procedure](#)

- First aid kits are kept in the kitchen area of each suite
- In the event of an accident please ask a manager to contact a first aider
- A list of first aiders can be found [here](#)





# Heavy lifting

- Moving heavy objects incorrectly can cause injuries
- You should not attempt to lift, pull or push anything without being trained by the warehouse manager





# Electrical equipment

- All electrical equipment must be tested before it is plugged in
- You cannot plug in any of your own electrical equipment unless IT has approved it
- Our electrical equipment is tested annually, and should have a safety sticker on the plug

ELECTRICAL SAFETY TEST	
<b>FAILED</b>	
APPLIANCE ID	BY
FAILED DATE	

ELECTRICAL SAFETY TEST	
<b>PASSED</b>	
APPLIANCE ID	BY
PASSED DATE	NEXT TEST DUE



# Smoking

- You are not permitted to smoke in any of our premises
- If you want to smoke on your break, please do so outside and away from the building entrance



# Eyesight test

- As a computer user, you are entitled to a free eyesight tests and a contribution towards glasses if they're needed for VDU purposes
- Staff wishing to arrange an eyesight test should book an appointment at any branch of Specsavers, then ask HR for a voucher.





# Environmental & Recycling Policy

- Flashbay is committed to protecting the environment, reducing waste, reusing products, recycling as much as possible and operating in a sustainable manner.
- Please ensure you follow our recycling guidelines. Above each bin, you will find an overview of what items should be placed in them:

## Recycling

Rinsed glass bottles & jars  
Plastic bottles  
Paper & card (not paper towel)  
Food & drinks Cans  
Paper food & drinks cartons

## Waste

Paper towels & tissue  
Foil & metal  
Non-recyclable plastic  
Uneaten food





# Welfare & Environment Representatives

- The Welfare and Environment Committee meet to discuss all things Health and Safety
- If you have any non-urgent items you'd like raised, please contact a representative:

**Main Office:**

Nikoletta Porgye

**Warehouse:**

Przemyslaw Krzysztof  
Lis (Presk)