

# LC VENDING LIMITED

## Health & Safety Policy

**LC Vending Limited is committed to providing a safe working environment to our staff and visitors.**

We make decisions on how to manage any risks, so far as is reasonably practicable, to comply with health and safety law and practical common sense.

From our risk assessment, we have recorded the main potential risks to health or safety as well as any staff, visitors and contractors at particular risk.

We will refer to this policy before undertaking any significant business activity as a guide to the selection of people, equipment and materials to use.

This policy takes particular consideration to:

- Visitors and members of the public who may be influenced or affected by our work.
- Young, inexperienced staff.

Also taking into account:

- Employees of other businesses, for example delivery drivers, contractors etc.
- Employees who work from home or travel to places other than company offices as part of their job, for example our vending operators.

Procedures for our staff and visitors when on company premises:

- Be aware of the appropriate action to take in case of any emergency.
- ASK if unaware of the appropriate action.
- Observe and take notice of all warning and danger signs and notices.
- Ensure any work areas are tidy, items do not block emergency exits etc.
- In case of fire, exit through the nearest available unobstructed exit and assemble at the meeting point in the car park.
- The First Aid box is located in the cloak room.
- Any and all accidents that occur on company premises must be entered in to the Accident Log, including date, time, nature of the accident and any action taken. Please ask if you are unsure of the location of the Accident Log.
- All company premises are No Smoking areas; this includes all food, water and equipment carrying vehicles. No exceptions will be made.
- When manual lifting, stand with you feet apart at the width of the hip, hold the object with the palm of the hands and lift using the leg whilst being the knees. Do not lift using back muscles and keep chin well in whilst lifting.
- Do not attempt to lift or manhandle items which are obviously too heavy, please ask for assistance.

Procedures for our staff when on client premises:

- Be polite and courteous at all times.

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- Ensure all safety procedures are applied before moving any equipment. All vending machines should be moved using lifting pallet trucks with a minimum of three people at all times.
- Ensure no damage is made to doors, doorframes, walls or any other client property.
- Check thoroughly for water leaks before leaving any vending machine.

Procedures for our staff when driving:

- No Smoking is allowed in any company vehicle.
- Set a good example to others by being alert at all times.
- Be tolerant of other drivers and be carefully compliant of the Highway Code.
- Observe all speed limits, including those at client's premises.
- Do not block entrances or exit routes whilst parking, ask where to park if unsure.
- You must never drive a vehicle or operate machinery whilst under the influence of alcohol or drugs. Even if prescribed.
- Do not use a mobile phone while driving. The vehicle must be stationary before any phone conversation takes place. Park up in a safe place taking care not to obstruct any other road users.

Instructions for staff when carrying our machine installations and care when using electricity:

- Treat all electrical tools, appliances, switches and plugs , sockets and cables with respect and care.
- Ensure all plumbing is carried out with great care and check thoroughly for any leaks before leaving the installation.
- Ensure all tools are packed away and not left in any position that may cause damage to the premises or members of staff.
- Ensure you know the Client's Health & Safety procedures and know their fire emergency procedures.
- Take care not to cause damage to the client's premises including doors, doorframes walls and other fixings.
- Keep all tools, equipment and cables connected to tools or equipment in front of you when working and ensure no tools become a hazard to anyone including yourself.

Points to consider at all time when representing the company:

- Use common sense. We expect all our staff and visitors to take time to think about what they are doing and any effect it may have on colleagues or fellow visitors.
- Please use safety equipment provided to you in a safe manner. This may include wearing high visibility vests or other clothing, gloves, boots, ear protection and helmets.
- Do not wear loose clothing when operating machinery.
- Do not listen to music on personal music players anywhere on the company premises, or when making deliveries.
- Do not try to lift awkward or overly heavy objects alone.

If you are unsure about any action to take, please do not guess! Ask a member of the senior staff for assistance.

**This policy will be reviewed yearly and amended if necessary.**