

Health and safety policy

| This is the statement of general policy and arrangements for: <u>Wise Age Ltd</u> (Name of company) | | |
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| Peter Murphy (Director) (Name of Employer/Senior manager) has overall and final responsibility for health and safety | | |
| Peter Murphy (Director) (Member of staff) has day-to-day responsibility for ensuring this policy is put into practice | | |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | Peter Murphy | Ensure all staff, consultants, and people engaged by Wise Age Ltd. To carry out work on our behalf are provided with a copy of this policy, and are made aware of their legal duties and responsibilities. Comply with Health and Safety Policies and Procedures of all premises used, including Account3 (our administrative base and primary training venue) DWP offices, Tower Hamlets Financial Health Centre, and other hired training venues, |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Peter Murphy | Provide a copy of this policy to each new person engaged to work for Wise Age Ltd. Include coverage of their duties and responsibilities with regard to Health and Safety in their initial induction into Wise Age. Ensure delivery personnel engaged by Wise Age Ltd. Are aware of the Health and Safety Requirements of organisations in whose premises they deliver services. Include Health and Safety as an agenda item in meetings of the Board of Directors, including consideration of possible training needs. |
| Engage and consult with employees on day-to-day health and safety conditions | Peter Murphy | Include Health and Safety as an agenda item in meetings of delivery personnel |
| Do not use premises without having evidence that they comply with all Health and Safety provisions, in particular that they have a: Current Health and Safety Policy, Current thorough Risk Assessments Qualified First Aid Workers Fire Marshalls A responsible Health and Safety Officer | Peter Murphy | Obtain evidence that new venues being hired comply with these requirements, and periodically obtain evidence that venues currently being used are still in compliance. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire- | Peter Murphy | Comply with the arrangements of Account3 (from whom we rent our space) and all other organisations whose premises we use. |

Risk assessment

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| safety-your-responsibilities | | |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Peter Murphy | As we do not have any premises of our own, this requirement is met by ensuring information and training is given to all our delivery and administration personnel, including an awareness of what to do if they notice any issues with regard to Health and Safety while working in the premises of another organisation. |

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| Signed: * (Employer) | Peter Murphy | Date: | 03/09/2018 (Review by 03/09/2019) |
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

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| Health and safety law poster is displayed at (location) | Account3 reception |
| First-aid box is located: | Account3 reception |
| Accident book is located: | Account3 reception |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Wise Age Ltd**

Date of risk assessment: **03/08/2020**

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|--|---|--|--|-----------------|------------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | Complying with requirements of Account3 and other organisations whose premises we hire. We ensure that we do not breach their requirements and actively strive to promote: General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. | No. | All personnel to , monitor and report to relevant Manager of organisation in charge of the premises. | From now on | 03/09/2020 |
| Assault by service user or member of public | Users of the premises may become verbally or physically violent towards our personnel. | Compliance with arrangements of organisation in charge of premises. Nobody is to be in a room alone with an individual unless necessary, in which case they should have unimpeded access to the exit, without having to go past the service user causing the problem If a trainer is delivering training to a group by himself/herself, the training room should be laid out so that there is unimpeded access to the exit without having to pass members of the group. | Periodically reinforce this during meetings of personnel .i.e. when someone new comes into the team, when a new venue is to be used, or at least annually. | Peter Murphy | 03/09/2020 | 03/09/2020 |
| Injury from defective furniture (eg faulty/broken chair) | Damaged or broken furniture such as tables, chairs, storage units could cause injury to our personnel | Report any issues with broken furniture to the relevant Health and Safety Officer in the premises. Ensure any such furniture is removed from the room, or clearly put out of use. | Periodically reinforce this during meetings of personnel .i.e. when someone new comes into the team, when a new venue is to be used, or at least annually. | Peter Murphy | 03/09/2020 | 03/09/2020 |
| Use of laptops, projectors etc | Defective electrical equipment may cause electric shocks Equipment on unstable furniture could fall, causing injury | Use equipment supplied by organisation whose premises are in use wherever possible, and report any issues re electrical safety or unstable location –do not use until issues are resolved. If using own equipment, comply with any requirements of premises owner organisation re e.g. submitting it for PAT testing. NB see also slips and trips above – ensure no trailing wires are causing potential trip hazards. | Periodically reinforce this during meetings of personnel .i.e. when someone new comes into the team, when a new venue is to be used, or at least annually. | Peter Murphy | 03/09/2020 | 03/09/2020 |

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| Electricity | All personnel could be at risk if faulty electrical equipment or infrastructure exists | Report all faults in e.g. exposed wires , loose outlets, etc to Health and Safety officer of premises immediately and do not use. Report all faults re exposed wires, damaged casings, etc of equipment etc. to Health and Safety officer of premises immediately and do not use. Do not bring in or use any of your own equipment if it is defective, or if use has not been agreed by the Health and Safety Officer of premises. | Periodically reinforce this during meetings of personnel .i.e. when someone new comes into the team, when a new venue is to be used, or at least annually. | Peter Murphy | 03/09/2020 | 03/09/2020 |
| Fire | All personnel are at risk if issue not addressed | Ensure all our personnel know who the relevant Health and Safety Officer and Fire Marshalls are Ensure all personnel know the procedure in place in the premises Ensure all personnel pass on this information about what to do in a fire to their clients. | Periodically reinforce this during meetings of personnel .i.e. when someone new comes into the team, when a new venue is to be used, or at least annually. | Peter Murphy | 03/09/2020 | 03/09/2020 |
| Heating and Ventilation | Risk of exposure to temperatures which are too low (below 16 Centigrade Risk of exposure to unhealthy high temperatures or lack of ventilation | Report any issues to the Health and Safety Officer in charge of the premises swiftly. I All personnel to be aware they have legal right to refuse to work in temperatures below 16 Centigrade. | Periodically reinforce this during meetings of personnel .i.e. when someone new comes into the team, when a new venue is to be used, or at least annually. | Peter Murphy | 03/09/2020 | 03/09/2020 |
| Substances Hazardous to Health | Low risk, but everyone could be affected | Report any hazardous substance immediately if you see it. | Periodically reinforce this during meetings of personnel .i.e. when someone new comes into the team, when a new venue is to be used, or at least annually. | Peter Murphy | 03/09/2020 | 03/09/2020 |
| Physical Injury (however caused) | All personnel (and clients) could receive a physical injury | Ensure you know who the First Aid Worker(s) are in any premises, and notify them immediately if any injury takes place. | Periodically reinforce this during meetings of personnel .i.e. when someone new comes into the team, when a new venue is to be used, or at least annually. | Peter Murphy | 03/09/2020 | 03/09/2020 |
| All above items | The above reviews are largely theoretical during the COVID pandemic, but will apply as soon as we deliver services in hired premises again. | Currently we are all working from home, using phone, email, Zoom etc. to work with clients. This can raise other health and safety issues. | All consultants to be sent the information at the following link to assist them in working safely from home during the pandemic: https://www.hse.gov.uk/toolbox/workers/home.htm | Peter Murphy | 04/02/2021 | 04/02/2021 |

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>