



## Health and Safety Policy

**Date of Policy: September 2017.**

**Frequency of Review: Annually.**

**Date of Next Review: July 2018.**

Wize Up will ensure that Health and Safety checks are regularly carried out. All records will be kept showing any Hazards Discovered and action which was taken.

All records will be kept for the full three years. With samples of previous years archived.

### Health and Safety training

Wize Up will ensure that all members of staff received appropriate Health and Safety Training for their role. Wize Up regularly analyse and identify the training needs of all employees under their control.

All staff will receive an induction on Health and Safety within the work place. The induction will include information on the significant Hazards and procedures for Fire, First Aid and Accident reporting. Records of inductions and training will be kept on personnel files.

### Risk Assessment

Wize Up will ensure that those carrying out risk assessments are capable and experienced to do so.

The appointed risk assessor/s will have understanding of the workplace, and ability to make sound judgements with the experience and knowledge to reduce any risk identified.

All employees will be familiar with risk assessments relevant to the work being undertaken.

A risk assessment will involve the following:

- Identifying all Hazards
- Identifying all existing controls and procedures

- Identifying and putting in place further controls and procedures to reduce risk

### Pregnant individuals

- Those pregnant
- Those who have given birth within six to seven months
- Those who have miscarried or has a still birth delivery after 24 weeks of pregnancy
- The risk will take into account of any foreseeable risks to the unborn child

### Young People

- Young people are people not yet 18 years old

When doing a risk assessment the following will be taken into account

- The inexperience and immaturity of young people
- The level of awareness around risk and safety young people have
- Any training undertaken and intended to be given

### Work experience placements

- No young person will be placed on any work placement until health and safety training/introduction has taken place. In addition to this risk assessments need to be documented ensuring the young person is aware of their responsibilities

### Display Screens and Equipment

- Wize Up will ensure that the work stations satisfies the minimum requirements that are set for the use of all equipment i.e. Display boards, Screens, Keyboards, Desks and Chairs

### **Lifting and Handling**

When lifting and handling is needed that had the potential to cause injury to employees, a manual handling process will be taken undertaken showing the correct ways to prevent injury.

Manual handling will only be undertaken by nominated manual handler being Paul Boyd.

### **Fire Procedures**

- The fire marshal (Paul Boyd) will be responsible for making sure all escapes are clear

- Regularly hold evacuation drills and inspections
- Make sure all fire equipment is regularly inspected
- Karlene Thomas will ensure all staff receive regular training and instruction in workplace fire precautions and draw up written procedures for all the staff team

### **First Aider**

Wize Up will ensure that staff are trained on First Aid and are aware of the location of provision of first aid equipment.

- All accidents will be reported and recorded

### **Hazardous Substances**

Under the Hazardous of Health Regulations 1994 Wize Up will make sure full and proper assessment is carried out for the hazards around substances, with control measures put in place.

Wize Up will make every effort to ensure that all employees are aware of what to do in the event of an accident taking place.

All hazards will be reported straight away without delay to the Manager or supervisor, in order to them to take the appropriate action needed, if for any reason the substance cannot be removed the manager or supervisor must call the emergency services.

### **Infectious Diseases**

Wize Up will ensure that all employees are aware of the risk of developing any infectious disease i.e. HIV/AIDS, Typhoid, hepatitis. Training to prevent any exposure to infectious disease will be provided where necessary.

Other policies, which relate to this policy, include the First Aid, Health and Safety for Educational Visits, Reporting incidents policy.

