



profit from the
EXPERIENCE

HEALTH & SAFETY POLICY

Wise Owls Ltd undertakes to comply with the Offices, Shops and Railway Premises Act 1963, the Health and Safety at Work Act 1974, and all the regulations and codes of practice issued under these Acts, to provide and maintain a working environment for all employees that is safe, without risk to health, and with adequate arrangements for staff welfare.

A Policy Statement

Wise Owls Employment Agency regards the promotion of health and safety measures as a mutual objective for management and employees at all levels. It is therefore the policy of the company to do all that is reasonably practical in which its staff and volunteers can work.

In particular Wise Owls Employment Agency has a responsibility,

- a) To provide and maintain safe and healthy working conditions taking account of any statutory requirements,
- b) To provide training and instruction to enable employees to perform their work safely and efficiently,
- c) To make available all necessary safety devices and protective equipment and to supervise their use,
- d) To maintain a constant continuing commitment to health and safety matters applicable to the Company's activities, in particular, by consulting an involving employees or their representatives wherever possible.

Employees have a duty to co-operate in the operation of this policy.

- a) by working safely and efficiently.
- b) by using the protective equipment provided, and by meeting statutory obligations',
- c) by reporting incidents that have led or may lead to injury or damage:
- d) by adhering to the Company's procedures, jointly agreed on their behalf, for securing a safe workplace,
- e) by assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.



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B Health & Safety Arrangements

Accident Prevention and Reporting, the maintenance of property and equipment to ensure personal safety is the overall responsibility of the Administrative Officer. The Administrative Officer is responsible for the correct and safe use of all property and equipment and for reporting any faults or hazards to the Director.

Employees must follow the rules and procedures and report any faults or hazards to the Administrator. The following areas are identified that require special attention:

- a) All electrical equipment must be safe and plugs removed or switched off at the socket every evening before leaving the office.
- b) Staff are to be given training on the handling of any machines they have to use.
- c) Windows and doors must be closed every evening
- d) Filing cabinets must not be overloaded.
- e) Offices should be kept tidy and safe and the corridor clear to ensure free access.

1. Accident Register

An accident Register is kept by the Administrator. All accidents resulting in personal injury must be recorded. Every employee has a duty to report any such incidents, to assist the directors in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence.

Prevention of accidents is of paramount importance and in order to further this aim all incidents, which might have resulted in impersonal injury, must also be reported so that appropriate action can be taken.

Hygiene is a basic part of any health and safety programme. Washing and toilet facilities are provided and maintained. There is also a work programme for the cleaning of offices. Any shortcomings should be reported immediately to the Administrator who will instigate the necessary repair action as appropriate. Staff members must use the appropriate waste paper bins for the disposal of rubbish i.e. use the bin in the kitchen for disposal of anything other than paper.

2. First Aid Facilities

The First Aid Box is located in the office. The Administrator is responsible for ensuring that the first aid box is maintained in accordance with the code of practice and Guidance Notes published by the Health and Safety Executive.

Signed Date.....

Position