

Health and safety policy

General background

The Wisdom Council takes the safety and welfare of our staff and anyone engaged by, or working with, The Wisdom Council, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to your line manager or Director, Alison Malton.

This policy is not part of any employment or any other contract. The Wisdom Council may amend this policy from time to time, in line with the needs and practices of our business. The Wisdom Council will provide the policy to all new starters and present the policy statement at a staff meeting should changes be adopted. We will review and update the policy every year or straightaway if there is a significant change in the workplace.

1 Part 1: Policy details

1.1 What does this policy cover and who is covered?

1.2 All staff, contractors and workers and other persons affected by the work we undertake are covered by The Wisdom Council's health and safety policy.

1.3 Our policy is to:

- a) Understand the health and safety risks arising from our work activities
- b) ensure adequate control of those health and safety risks
- c) consult with our employees on matters affecting their health and safety
- d) provide the necessary information, instruction and supervision for employees
- e) prevent accidents and cases of work-related ill-health
- f) ensure all employees are competent to do their tasks, and to give them adequate training
- g) maintain safe and healthy working conditions
- h) encourage staff to manage their working conditions when working from home
- i) - implement emergency procedures, including evacuation in case of

- fire or other significant incident
- j) review and revise this policy as necessary at regular intervals

2 Part 2: Key responsibilities

2.1 The ultimate responsibility for health and safety within The Wisdom Council is Alison Malton, Director.

2.2 The person who has been delegated the responsibility for insuring that our policy is implemented is Alison Malton, Director.

Name and job title	Responsible for:
Alison Malton	Health and safety training, risk assessments, consulting employees, accidents and work-related ill health, monitoring, accident and ill-health investigation, emergency procedures
Martha Webb	First aid equipment and first aid help, including accident/injuries logbook entries and RIDDOR reporting
Co-work Office Space	General premises maintenance (including carpets, condition of buildings, exits, utilities and services supplied) Fire safety, in the form of fire marshal duties, fire exit assistance to less able colleagues, responsibility for checking fire equipment condition and fitness for operation, etc
Nilza Anibal	Maintaining equipment, information and workstation evaluation

2.3 All those covered by our policy must:

- a) Co-operate with the relevant director and managers on health and safety matters
- b) Not interfere with or misuse anything provided to safeguard their health and safety
- c) Take reasonable care of their own health and safety and that of others, and
- d) Report all health and safety concerns to an appropriate person (as detailed in the table above).

3 Part 3: Arrangements

3.1 Consultation with Employees

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

3.2 Risk Assessments

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.

3.3 Training

- We will give staff and subcontractors health and safety induction and provide appropriate training.
- We will provide a workstation evaluation and training to all staff.
- We will make sure suitable arrangements are in place for employees who work remotely.

3.4 Fire and Evacuation

- Our shared office provider, Co-work, is responsible for fire safety, fire extinguishers and evacuation plans.
- Escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary

Signed: Alison Malton, Director

Date: 23.02.26

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