

Health and Safety Policy

The Health and Safety at Work, etc. Act 1974

Part 1: Statement of intent

This is the health and safety policy statement of:

[Enter company name]

Our health and safety policy is to:

- Assess and adequately control the health and safety risks that arise from our work activities.
- Provide and maintain safe plant, equipment and systems of work.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Consult with our employees and their representatives on matters that could affect their health and safety.
- Provide information, instruction and supervision for employees.
- Give employees adequate training and ensure that they are competent to do their tasks.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation in case of fire or other significant incidents.
- Regularly review and revise this policy at appropriate intervals.
- [Add any other relevant points].

Signed:

Print name:

Date of issue:

Review date:



Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

[Enter name and position]

2. Day-to-day responsibility for ensuring this policy is put into practice:

[Enter name(s) and position(s) of those who have delegated responsibilities, e.g. managers or supervisors]

3. To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

[Enter name(s) and position(s) of those who have delegated responsibilities for specific tasks. Include their areas of responsibility]

4. Employees have responsibilities. They must:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to protect their health and safety.
- Take reasonable care of their own health and safety and of others who may be affected by their acts and/or omissions.
- Report all health and safety concerns to an appropriate person (as detailed above).
- [Enter any additional employee responsibilities where applicable]



Part 3: Arrangements for health and safety

3.1 Risk assessments

There is a general requirement for risk assessments under the Management of Health and Safety at Work Regulations 1999 (regulation 3). There is also risk assessment requirements in specific regulations. Our arrangements for risk assessments are as follows:

Risk assessments will be completed by:

[Enter name(s) and position(s)]

The risk assessment findings will be reported to:

[Enter name(s) and position(s)]

Any action required to remove/control risks will be approved by:

[Enter name(s) and position(s)]

The responsibility for ensuring the action required is implemented will be delegated to:

[Enter name(s) and position(s)]

Checks that the implemented actions have removed/reduced the risks will be completed by:

[Enter name(s) and position(s)]

Risk assessments will be reviewed if there are any changes and at least every:

[Enter the frequency of your risk assessment review]

Risk assessments are located:

[Enter where your risk assessments can be found]

Any additional information:

[Enter here]



3.2 Consultation with employees

There is a legal requirement to consult with employees. Where trade unions are recognised, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply. These are appointed safety representatives. If there is no trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply. In this case, employees can be consulted via representatives of employee safety or directly. Our arrangements for consulting with employees are as follows:

Employees will be consulted by:

[Enter method of consultation, i.e. via trade union safety representatives, representatives of employee safety or direct consultation]

Employees' representatives are:

[Enter name(s), position(s), contact details and location(s)]

Any additional information:

[Enter here]



3.3. Safe plant and equipment

Plant and equipment will require maintenance, as per the requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998. Our arrangements for purchasing and maintenance of plant and equipment are as follows:

Identification of all equipment and plant that needs maintenance will be carried out by:

[Enter name(s) and position(s)]

Effective maintenance procedures will be drawn up by:

[Enter name(s) and position(s)]

Assurances that all identified maintenance is implemented will be the responsibility of:

[Enter name(s) and position(s)]

If there are any problems with plant and equipment, they should be reported to:

[Enter name(s) and position(s)]

Checks on purchasing new plant and equipment and ensuring it meets health and safety standards will be completed by:

[Enter name(s) and position(s)]

Any additional information:

[Enter here]



3.4 Safe handling and use of substances

Substances that are classed as hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 must be risk assessed. These are known as COSHH assessments. Our arrangements for completing COSHH assessments are as follows:

Identification of all substances that require a COSHH assessment will be completed by:

[Enter name(s) and position(s)]

COSHH assessments will be completed by:

[Enter name(s) and position(s)]

The responsibility for ensuring that all actions identified in the assessments are implemented is that of:

[Enter name(s) and position(s)]

The responsibility for ensuring that all relevant employees are informed about the COSHH assessments is that of:

[Enter name(s) and position(s)]

Checks that new substances can be used safely before they are purchased will be completed by:

[Enter name(s) and position(s)]

COSHH assessments will be reviewed if there are any changes and at least every:

[Enter the frequency of your COSHH assessment review]

COSHH assessments are located:

[Enter where your COSHH assessments can be found]

Any additional information:

[Enter here]



3.5 Information, instruction and supervision

There is a legal duty to display the Health and Safety Law poster or provide an equivalent leaflet to employees under the Health and Safety Information for Employees Regulations 1989. Our arrangements for providing information, instruction and supervision are as follows:

The Health and Safety Law Poster is displayed at:

[Enter location]

The Health and Safety Law Leaflets or Pocket Cards are issued by:

[Enter name, position, contact details and location]

Health and safety advice is available from:

[Enter name, position, contact details and location]

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

[Enter name(s) and position(s)]

Where our employees work at locations that are under the control of another employer, they must be given relevant health and safety information by:

[Enter name(s) and position(s)]

Any additional information:

[Enter here]



3.6 Competency for tasks and training

There is a general requirement for employee training under the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. There are also specific requirements in applicable health and safety regulations, such as first aid and fire safety. Our arrangements for competency and training are as follows:

Induction training will be provided for all employees by:

[Enter name(s) and position(s)]

Job-specific training will be provided by:

[Enter name(s) and position(s)]

Jobs that require specific training within the business are:

[List jobs and frequency of training]

Training records can be found at:

[Enter location]

Training records are kept by:

[Enter name(s) and position(s)]

Training needs will be identified, arranged and monitored by:

[Enter name(s) and position(s)]

Any additional information:

[Enter here]



3.7 Accidents, first aid and work-related ill health

For some hazards, such as exposure to hazardous substances, there will be a requirement for health surveillance. There is a general requirement for health surveillance under the Management of Health and Safety at Work Regulations 1999. There are specific health surveillance requirements under the Control of Substances Hazardous to Health (COSHH) Regulations 2002. There is also a legal requirement to provide first aid under the Health and Safety (First-Aid) Regulations 1981. Our arrangements for health surveillance and first aid are as follows:

Health surveillance is required for employees doing the following jobs:

[List applicable jobs and the frequency of health surveillance]

Health surveillance will be arranged by:

[Enter name(s) and position(s)]

Health surveillance records will be kept by:

[Enter name(s) and position(s)]

First aid boxes are located at:

[Enter location]

The appointed person(s) and first aider(s) is/are:

[Enter name(s), position(s), contact details and location(s)]

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at:

[Enter name, position, contact details or location]

RIDDOR reportable accidents, diseases and dangerous occurrences will be reported to the enforcing authority by:

[Enter name(s) and position(s)]

Any additional information:

[Enter here]



3.8 Monitoring

Monitoring is a vital part of health and safety management. Active monitoring includes audits, spot checks and inspections. Reactive monitoring includes investigations into accidents and ill health. Our arrangements for monitoring are as follows:

To check our working conditions, and ensure that our safe working practices are being followed, we will:

[Enter your procedures for monitoring]

Accidents and near misses will be investigated by:

[Enter name(s) and position(s)]

Work-related causes of sickness absences will be investigated by:

[Enter name(s) and position(s)]

To prevent a recurrence, investigation findings will be acted on by:

[Enter name(s) and position(s)]

Any additional information:

[Enter here]



3.9 Emergency procedures – fire and evacuation

There is a general requirement for emergency procedures under the Management of Health and Safety at Work Regulations 1999. There are also specific requirements, such as fire emergency procedures, which comes under the Regulatory Reform (Fire Safety) Order 2005. Our arrangements for emergency procedures are as follows:

The fire risk assessment will be completed by:

[Enter name(s) and position(s)]

The responsibility for ensuring the fire risk assessment will be implemented is assigned to:

[Enter name(s) and position(s)]

Escape routes are checked by/every:

[Enter name(s) and position(s)]

[Enter frequency of checks]

Fire extinguishers are checked and maintained by/every:

[Enter name(s) and position(s)]

[Enter frequency of checks]

Fire alarms are tested by/every:

[Enter name(s) and position(s)]

[Enter frequency of tests]

Emergency evacuation will be tested every:

[Enter frequency of tests]

Any additional information:

[Enter here]



3.10 Other arrangements [add additional arrangements]

[Enter additional specific arrangements under new headings here]

Source of information for the policy content: The Health and Safety Executive and the Health and Safety Executive Northern Ireland.

