

Sample Health and Safety Policy Statement

Below is a simple template for a Health & safety policy: depending on your organisation you may want to flesh it out further – please see the resources at the end for more information.

Please note: This information is intended to offer assistance and provide information where appropriate and Community Southwark is not liable for action taken, or not taken, as a result of reading this guide.

ORGANISATION Health & safety Policy

This is the Health and Safety Policy Statement of ORGANISATION, in accordance with Health and Safety at Work etc. Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the (Trustees/Directors) of **ORGANISATION**.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Director.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas
CEO/Director.

However all employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

Risk assessments will be undertaken by Director.

The findings of the risk assessments will be reported to Chair/Trustee.

Action required to remove/control risks will be approved by Director.

The Director will be responsible for ensuring the action required is implemented.
Chair/Trustee will check that the implemented actions have removed/reduced the risks.
Assessments will be reviewed every two months or when the work activity changes, whichever is soonest.

Consultation with employees

ORGANISATION will consult with employees on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to employees on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees will be in a form that can be easily understood.

ORGANISATION will consult directly with employees through team meetings and face-to-face discussions.

ORGANISATION will allow enough time for employees to consider the issues and give informed responses. Employees are encouraged to ask questions, raise concerns and make recommendations.

ORGANISATION will take employees' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment

The Director will be responsible for identifying all equipment needing maintenance.

The Director will be responsible for ensuring effective maintenance procedures are drawn up.

Chair/Trustee will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Director immediately.

Director will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The Director will check that new substances can be used safely before they are purchased.

ORGANISATION does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision

The Health and Safety Law poster is displayed in

Leaflets are issued by the Director.

Health and safety advice is available from the Director.

Supervision of interns/trainees/volunteers will be arranged/undertaken/monitored by Director

The Director and Chair/Trustee is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees by the Director.

Job specific training is not required for any jobs within **ORGANISATION**.

Training records are kept at/by Director.

Training will be identified, arranged and monitored by Director.

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at [NAME OF ORGANISATION]

The first aid box(es) is/are kept in

The appointed person(s)/first aider(s) is (Name and job title)

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

(Job title) is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

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

- carry out inspections and spot checks
- investigate any accidents or sickness absences that occur.
- Director is responsible for investigating accidents.
- Director and Chair/Trustee is responsible for investigating work-related causes of sickness absences.
- Director and Chair/Trustee is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

The Director is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by Director every day.

Fire extinguishers are maintained and checked by **Chubb Fire** every year.

Alarms are tested by Director every week.

Emergency evacuation drills are the responsibility of Director and will be tested every week.

Fire Drill Procedure:

A Fire Drill Procedure is carried out periodically and the procedure is on display situated by the Fire Extinguishers on each floor.

Board of Director's will be made available to support the Director with all tasks due to the legal obligation of the organisation and supporting Director in post with day to day running of the centre.

Signed.....Date.....

Date of review.....

Resources

The following resources are useful in keeping your policies and procedures up-to-date:

- Health and Safety Executive: [Writing a health and safety policy](#)
- Healthy Working Lives (NHS Scotland): [Workplace Health and Safety](#)
- Peninsula: [Health and Safety Policies & Procedures](#)
- Voluntary Action Islington: [Policies, Resources & Toolkits](#)

Support

If you would like any support with policies and procedures or any other issues facing your organisation, please contact the Development Team at Community Southwark: development@communitysouthwark.org.uk or 020 7358 7020.