

Health and safety policy

(worked example)



This is the statement of general policy and arrangements for:

Any Company Ltd

Overall and final responsibility for health and safety is that of:

John Jones/Proprietor

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

Mary Smith/Production Manager

Health and safety law poster is displayed:

At reception

First-aid box and accident book are located:

At reception

Accidents and ill health at work reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): www.hse.gov.uk/riddor

Employer statement:

It is our aim to prevent accidents and cases of work-related ill health, as well as to provide adequate control of health and safety risks arising from work activities. We will achieve this by undertaking relevant risk assessments and ensuring action required to remove/control risks will be carried out. We will check that the implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees. We will review assessments annually or when the work activity changes, whichever is soonest. The individuals identified in this policy have been allocated specific responsibilities.

Employers with five or more employees should have a written health and safety policy and risk assessment. For advice and support, contact the Healthy Working Lives Adviceline on **0800 019 2211**. Policy template adapted from the version published by the Health and Safety Executive September 2009.

Subject to review, monitoring and revision by: (Name)

John Jones/Proprietor

Every: (months or sooner if work activity changes)

12 months

Signed: (Employer)

John Jones

Date:

1 Dec 2014

Talk to the Healthy Working Lives experts **FREE** on:

0800 019 2211
www.healthyworkinglives.com

Note: Pages 2 to 4 can be reprinted if additional sheets are required.



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All employees should:

- cooperate 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
- report any health and safety concerns to the relevant person (as detailed in this policy).

Statement of general policy	Responsibility of: (name/title)	Action/arrangements (customise to meet your own situation)
To provide adequate training to ensure employees are competent to do their work.	Mary Smith/Production Manager	<ul style="list-style-type: none">- Identify and provide relevant health and safety information, instruction and training.- Ensure that an adequate level of supervision is provided for all staff members and young workers/trainees.- Ensure employees working at locations under the control of other employers are provided with relevant health and safety information and instruction.
To implement emergency procedures in case of fire or other significant incidents.	Anuradna Gupta/Office Manager	<ul style="list-style-type: none">- Ensure that emergency plans are developed and brought to the attention of all staff and non-staff members who access the premises.- Ensure a fire risk assessment is carried out.- Ensure that all staff members are trained in fire safety.- Ensure that those with delegated roles are adequately trained.- Ensure that emergency plans are tested and improved when required.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Anuradna Gupta/Office Manager	<ul style="list-style-type: none">- Consult with employees regularly.- Ensure all employees are aware to raise any health and safety concerns they have with their manager.- In addition to raising concerns directly with managers, all staff members have the opportunity to do so at meetings.- Ensure all managers consult their team on safety issues.

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Statement of general policy	Responsibility of: (name/title)	Action/arrangements (customise to meet your own situation)
To provide and maintain plant, equipment and machinery.	Mary Smith/Production Manager	<ul style="list-style-type: none"> - Ensure that all new plant and equipment complies with relevant health and safety standards before it is purchased and that it is fit for purpose. - Ensure that a robust inspection and maintenance programme is developed and implemented. - Ensure that, as part of their training, staff are instructed in how to use, maintain and inspect equipment for faults, to never use faulty equipment and to report faults to management immediately.
To ensure safe storage/use of substances.	Mary Smith/Production Manager	<ul style="list-style-type: none"> - Ensure before purchasing any substances that the least hazardous substance is selected and that it can be stored and used safely. - Carry out a thorough risk assessment and decide how to prevent harm to health. - Inform staff of the findings. - Implement and maintain control measures. - Provide information, instruction and training for staff and others. - Provide monitoring and health surveillance in appropriate cases. - Plan for emergencies.
To maintain safe and healthy working conditions.	John Jones/Proprietor	<ul style="list-style-type: none"> - Ensure that regular inspections of the workplace are carried out, issues and concerns are recorded and appropriate action is taken by management. - Ensure that all reported workplace incidents are investigated and appropriate action is taken to address causes. - Ensure that incident and absence data are monitored and reviewed, and action is taken when appropriate.
To provide appropriate occupational health support.	Anuradha Gupta/Office Manager	Following the application of the risk assessment process, ensure that appropriate occupational health surveillance, health assessments and pre-employment screening is provided.