

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

(name of company)

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.

Signed:

(Employer)

Date:

Review date:

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RESPONSIBILITIES

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

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

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

Name	Responsibility

4 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 any health and safety concerns to an appropriate persons (as detailed in this policy statement).

Health and Safety risks arising from our work activities

Remember – Risk Assessment is explained in Section 3

- Risk assessments will be undertaken by

- The findings of the risk assessments will be reported to

- Action required to remove/control risks will be approved by

-

will be responsible for ensuring the action required is implemented

-

will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every

or when the work activity changes, whichever is soonest.

- Copies of the documented Risk Assessments are available from:

A Blank Risk Assessment Template can be found in Appendix 6

Consultation with employees

- Employee representatives are
(An employee appointed by a Trade Union or the employee)

- Consultation with employees is provided by
(Regular meetings i.e. weekly, monthly)

N.B. Employee Representatives are a valuable asset to managing health and safety in a workplace. Their appointment will help you communicate with the workforce, something that can be difficult to do but the benefits are worthwhile. There is no point spending resources on safety equipment that is not used because it is uncomfortable. Earlier consultation could have prevented this type of situation.

Safe plant and equipment

Refer to Section 11 for guidance

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will be responsible for identifying all equipment/plant needing maintenance.

-

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

-

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

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Any problems found with plant/equipment should be reported to

-

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

A Safety Checksheet can be found in Appendix 7.

Safe handling and use of substances

Refer to Section 9 for further explanation

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will be responsible for identifying all substances which need a COSHH assessment.

-

will be responsible for undertaking COSHH assessments.

-

will be responsible for ensuring that all actions identified in the assessments are implemented.

-

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

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

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Assessments will be reviewed every

or when the work activity changes, whichever is soonest.

A COSHH assessment template can be found in Appendix 4.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at/leaflets are issued by

- Health and safety advice is available from

- Supervision of young workers/trained will be arranged/undertaken/monitored by

-

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

- Job specific training will be provided by

- Specific jobs requiring special training are

- Training records are kept at/by

- Training will be identified, arranged and monitored by

***Accidents, first aid and
work-related ill health***

- Health surveillance is required for employees doing the following jobs
Examples – asbestos strippers.

- Health surveillance will be arranged by

- Health surveillance records will be kept by/at

- The first aid box(es) is/are kept at
(See Section 8)

- The appointed person(s)/first aider(s) is/are

- All accidents and cases of work-related ill health are to be recorded in the
accident book. The book is kept by/at
(Section 5)

-

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

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is responsible for investigating accidents.

-

is responsible for investigating work-related causes of sickness absences.

-

is responsible for acting on investigation findings to prevent a recurrence.

***Emergency procedures –
fire and evacuation***

- is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by/every
- Alarms are tested by/every
- Emergency evacuation will be tested every