

# Health and safety policy statement

**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
- To review and revise this policy as necessary at regular intervals

*Signed*

*(Employer)*

*Date Review date*

## **Responsibilities**

Overall and final responsibility for health and safety is that of \_\_\_\_\_

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

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

Name/Responsibility

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
- 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**

**Write down your arrangements for doing your risk assessment here. You can download a form to record the findings of your assessment from [www.hse.gov.uk/risk/template.pdf](http://www.hse.gov.uk/risk/template.pdf)**

- 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 XXX  
OR when the work activity changes, whichever is soonest

### Information, instruction and supervision

**Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.**

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

Health and safety advice is available from \_\_\_\_\_

Supervision of young workers/trainees 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

**All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.**

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 \_\_\_\_\_

## Monitoring

**You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, e.g. doing spot check visits, or reactively, e.g. investigating any accidents or ill health. Record your procedures here.**

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

\_\_\_\_\_ 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.

## Your risk assessment

Risk assessment helps you protect your workers and your business, as well as comply with the law. It helps you focus on the risks that really matter – the ones with the potential to cause real harm.

A risk assessment is simply a careful examination of what in your work could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

### **Step 1 Identify the hazards**

First you need to work out how people could be harmed. The risk assessment form in this booklet includes tips on how to spot the hazards that matter.

### **Step 2 Decide who might be harmed and how**

Identify groups of people who might be harmed and how they might be harmed, e.g. 'shelf stackers may suffer back injury from repeated lifting of boxes'.

### **Step 3 Evaluate the risks and decide on precautions**

Having spotted the hazards, you then need to decide what to do about them. Compare what you currently do with what's accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- Try a less risky option
- Prevent access to the hazard
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities

#### ***Step 4 Record your findings and implement them***

If you employ five or more people, the law requires you to record your findings. You can download a form from [www.hse.gov.uk/risk/template.pdf](http://www.hse.gov.uk/risk/template.pdf). When writing down your results, keep it simple. If, like many businesses, you find that there are quite a lot of improvements that you could make, don't try to do everything at once. Make a plan of action to deal with the most important things first.

#### ***Step 5 Review your risk assessment and update if necessary***

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis. Every year or so, formally review where you are to make sure you are still improving, or at least not sliding back. Set a date for the review and put it in your diary so you don't forget it.

# Health and Safety Policy Example



This is the statement of general policy and arrangements for:		Company Name	
Overall and final responsibility for health and safety is that of:		Person Responsible	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:		Person Responsible	
STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)	
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.		Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)	
To provide adequate training to ensure employees are competent to do their work.		Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.		Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.	
To implement emergency procedures – evacuation in case of fire or other significant incident.		Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> .)	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.		Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See <a href="http://www.coshh-essentials.org.uk">www.coshh-essentials.org.uk</a> .)	
Health and safety poster is displayed:	Shop Counter		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923	Shop Counter		
Signed: (Employer)		Date:	01/04/09
Subject to review, monitoring and revision by:		Every:	12 months or sooner if work activity changes