

HEALTH & SAFETY POLICY

This is the statement of general policy and arrangements for:

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:

| |
|----------------------|
| Name of organisation |
| Name of employer |
| |

| 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 | | |
| To provide adequate training to ensure employees are competent to do their work | | |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health | | |
| To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below) | | |
| to maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances | | |

| | | | |
|---|--|--------|---|
| Health and safety law poster is displayed: | | | |
| First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below) | | | |
| Signed: (Employer) | | Date: | |
| Subject to review, monitoring and revision by: | | Every: | months or sooner if work activity changes |

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

RISK ASSESSMENT

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Organisation name:

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|------------------------------|---|---|---|---|------------------------|-------------------|
| <i>Slips and trips</i> | <i>Staff and visitors may be injured if they trip over objects or slip on spillages</i> | <i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i> | <i>Better housekeeping is needed in staff kitchen, eg on spills</i> | <i>All staff, supervisor to monitor</i> | <i>01/10/2010</i> | <i>01/10/2010</i> |
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Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11