

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



Write down your arrangements for doing your risk assessment here. You can use the form on page 33 of this leaflet to record the findings of your risk assessment.

Health and safety risks arising from our work activities

- 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.



Consultation with employees

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

● Employee representative(s) are

● Consultation with employees is provided by



You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before you buy it. See page 13 of this leaflet for more information.

Safe plant and equipment



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.



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.



You must assess the risks from all substances hazardous to health. These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here. See page 6 of this leaflet for more information.

Safe handling and use of substances

●

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.

●

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

● Assessments will be reviewed every

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.



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.

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



Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first aid arrangements here.

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs

- Health surveillance will be arranged by

- Health surveillance records will be kept by/at

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

- 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

-

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.



Monitoring

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, eg doing spot check visits, or reactively, eg 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.



Emergency procedures – fire and evacuation

Record your emergency procedures, how often they are checked and who by.

●

is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by/every

- Fire extinguishers are maintained and checked by/every

- Alarms are tested by/every

- Emergency evacuation will be tested every

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, eg '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 use a photocopy of the blank form in this leaflet to do this. You can also download a form from www.hse.gov.uk/risk. 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.

Company name:

Step 1 What are the hazards?

Spot hazards by:

- walking around your workplace;
- asking your employees what they think;
- visiting the *Your industry* areas of the HSE website or calling HSE Infoline;
- calling the Workplace Health Connect Adviceline or visiting their website;
- checking manufacturers' instructions;
- contacting your trade association.

Don't forget long-term health hazards.

Step 2 Who might be harmed and how?

Identify groups of people. Remember:

- some workers have particular needs;
- people who may not be in the workplace all the time;
- members of the public;
- if you share your workplace think about how your work affects others present.

Say how the hazard could cause harm.

Step 5 Review date:

Date of risk assessment:

Step 3 What are you already doing?

List what is already in place to reduce the likelihood of harm or make any harm less serious.

What further action is necessary?

You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.

Step 4 How will you put the assessment into action?

Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.

Action by whom	Action by when	Done

- Review your assessment to make sure you are still improving, or at least not sliding back.
- If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.

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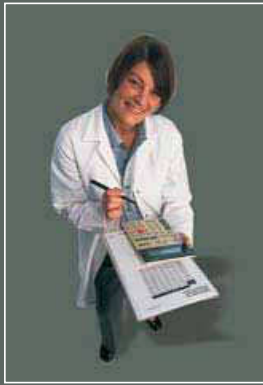
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write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet is available in priced packs of **5** from HSE Books, **ISBN 0 7176 2685 7**. Single free copies are also available from HSE Books.

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