
Company title.....

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Our Health & Safety POLICY Statement

Writing Your Health & Safety POLICY Statement

How to prepare a safety policy statement for a small business

Why have a health and safety policy statement?

Every firm employing five or more people must by law write down its policy for their safety and health, and show it to an inspector if requested.

An explicit safety policy demonstrates to your employees that you care for their health, safety welfare. Writing it down helps you think through the arrangements you have made.

This document contains an outline safety policy. You need to ensure that the policy reflects any specific hazards and is relevant to your site/activities.

The forms were designed to help firms in office work and manufacturing. But they can be adapted to fit other kinds of work and also to suit your particular circumstances. Don't regard them as a strait-jacket, and by all means produce your own format if you prefer. The law is that you must have a written statement of your general policy, describing your "organisation and arrangements" for carrying out the policy, and that you must bring it, and any revision, to your employees' attention.

We hope that this document helps you do that. First read the notes and then, if it suits you, fill in the blank spaces and keep the completed booklet as your policy.

Notes

The policy statement is in three sections.

Section A makes a general declaration based on your obligations under the Health and Safety at Work Act. Then it says who is responsible for what. To this end the company has a specific duty to :

- Ensure good communications with all levels of staff on all matters relating to health and safety. [*Here reference may be made to the setting up of safety committees or some other arrangements]
- Carry out all necessary risk assessments and, where it is felt appropriate or necessary, to seek expert advice to determine the risks to health and safety in its business and on steps necessary to eliminate, or reduce to a minimum, those risks
- Ensure suitable resources, together with training and information, is provided at appropriate levels to all staff to enable them to be able to carry out their duties safely, and to fulfil the company's health and safety policy

Remember that your employees have responsibilities under the law to take care of the health and safety of themselves and others, and to cooperate with you in doing that.

Health and Safety at Work etc Act 1974

Health and Safety policy of

Section A General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we shall make to implement the policy are set out opposite.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed.....Director

Dated.....

Section B Organisation

1. Overall and final responsibility for health and safety in the company is that of Mr/Mrs/Ms _____, _____ Director.
2. Mr/Mrs/Ms _____, _____ Manager is responsible for this policy being carried out at the premises at _____
Mr/Mrs/Ms _____ will be responsible as his/her deputy.
3. The following supervisors are responsible for safety in particular areas :

Supervisor	Area	Any special responsibility
4. All employees have the responsibility to cooperate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Section 7 of the **Health and Safety at Work etc Act 1974** places a duty on employees to cooperate with management in terms of meeting the company's duties under the act, including the use of any protective equipment provided. Any negligent act or non-cooperation will be taken very seriously and may result in disciplinary action.
5. Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above. They may also tell the safety representative if there is one.

Consultation between management and employees is provided by :

6. The company's competent person/health and safety advisor is : _____
7. Other people (if any) responsible for :

Safety training	_____
Carrying out safety inspections	_____
Investigating accidents	_____
Monitoring maintenance of plant and equipment	_____

Notes SECTION B

When you fill in the part on responsibilities, begin with yourself. Perhaps you yourself intend to look after everything to do with health and safety. If so, say that: but also say who will be taking on your responsibilities when you are away.

In a bigger firm, things will be more highly organised, but someone must be in overall charge of health and safety at director level. Say who it is, then list subordinates who are answerable to him/her in these matters, and for what. Make sure that each person listed knows what they are supposed to be doing. It should be in their job description, if they have a written one.

If you have a system for consultation with employees on safety, for example, TRADE UNION safety representatives or a safety committee, say so.

 **State**

Notes

SECTION C

gives your arrangements in greater detail. It deals with certain general arrangements that apply to most or all premises, and also with particular hazards that may or may not apply to you.

Keep the whole policy in a place where it is easy to get at.

Accidents

You have to keep first aid facilities and report accidents to your inspecting authority.

State 

Section C General Arrangements

Accidents

First aid box is in :

Trained/qualified first aiders are :
Mr/Mrs/Ms :

All lone workers away from the office/base should have a basic/travelling First Aid Kit.

Appointed person responsible for box :

Mr/Mrs/Ms :

Tel No :

Emergency Services :

Tel No :

All accidents resulting in injury, no matter how trivial, must be recorded in the accident book which is kept in: _____

Certain accidents must be reported to the enforcing authority, **Warwick District Council**.

[See Appendix [1]] for further details].

All such accidents must be reported immediately to : _____
who will contact the enforcing authority as required by the legislation.

Accident record book is in :

Kept by :

Notes

General Fire Safety

Your local fire authority will tell you your obligations. There is essential guidance on your fire certificate, if you have one.

You need a routine in case of fire, and should test this periodically, concentrating on equipment, escape routes and training of all staff. Are your escape routes clear and signposted?

State 

Fire and Evacuation Procedure

General Fire Safety

Responsibility for checking :

How often :

Escape routes : Mr/Mrs/Ms :

Fire extinguishers : Mr/Mrs/Ms :
(Maintenance company)

Fire alarms : Mr/Mrs/Ms :

Other equipment (list) :

Fire Prevention and Evacuation

- Always obey **NO SMOKING** signs. [You are reminded that this company has a no smoking policy].
- Dispose of cigarette ends safely.
- Do not wedge fire doors open, they are there for your safety. Keep all fire exits free from obstruction. Do not remove or obstruct fire fighting equipment or fire alarms.

Anyone discovering a fire should :

- Immediately sound the nearest fire alarm
- Dial 999 to call the Fire and Rescue Service
- The fire should only be attacked if this can be done safely without risk of injury using the appliances provided

On hearing the alarm :

- Staff should leave the building by the nearest fire exit, in an orderly manner and without running
- Staff should not use the lift when evacuating the building as a power failure may occur
- Staff should not stop to collect personal possessions
- If safe to do so, all windows and doors should be closed behind you
- Company staff should ensure any visitors with them leave the building safely
- Report to the assembly point which is _____
- Do not re-enter the building until the Fire Officer advises it is safe to do so

Advice and Consultancy

Inspector's Office :

Tel No :

And, if appropriate, Safety Consultant :

Doctor :

Nurse :

Special Training

Contractors and Visitors

Instructions or arrangements for contractors.

All contractors should read and understand the summary sheet attached (provide details)

Permits to work will be issued to contractors.

Notes

Advice and Consultancy

If in doubt you can always ring your health and safety inspector.

And you may also have arranged for advice or support from doctors, nursing associations, safety consultants or others.

State

Special Training

As well as the need to bring your arrangements for health and safety to the attention of your employees, particularly hazardous jobs may need special training.

State

Contractors and Visitors

Remember that you could be liable for any actions by your visitors or contractors which affect safety on your premises.

They may not know what hazards there are and what precautions they should take. You will want to ensure they accept and abide by your procedures, perhaps by asking them to sign a document to that effect. Probably you will wish to ensure that someone explains your rules and any hazards in your workplace to them when they arrive, and discuss how any risks to your employees from their work can be avoided.

List or attach your house rules for contractors and visitors.

Notes

Listed below, and in the pages following are a number of types of hazard which you may possibly need to provide for. When they apply to you, set out your rules, or attach them to this policy.

Remember you can get useful information from :

- Hazard sheets supplied with substances you buy in manufacturers' guidance
- Written health and safety guidance from HSC, HSE or local authorities

Keep these where you can find them.

Housekeeping and Premises

List or attach your rules for :

State 

General Health and Safety Rules

All staff should work safely and obey safety rules, using safety equipment and protective clothing when provided.

All staff must report anything that seems dangerous, damaged or faulty and if unsure ask.

Staff are reminded not to run and only to use equipment or drive vehicles for which they have been trained and authorised.

Slips, trips and falls are the most common form of accident and cause of injury. Staff should therefore not leave items likely to cause such incidents on the floor or stairs. Floors and stairs should be kept clean and free of rubbish and any spillage cleaned up immediately.

Obey all safety signs / notices.

[Reference may be made to welfare and staff facilities areas e.g. housekeeping / hygiene smoking policy]

If it is necessary to reach items which are above chest height for storage, cleaning or for any other purpose, only use suitable ladders, a step ladder or a step stool. **DO NOT** improvise. Make sure the ladder etc is in good condition, is on a level surface and will not slip. Do not over reach.

Housekeeping and Premises

Cleanliness :

Waste disposal :

Safe stacking and storage :

Marking and keeping clear of gangways, exits etc :

Checking equipment like ladders :

Special access to particular places :

Notes

Machinery

You must identify dangerous parts and see that guards are in position and in working order when equipment is tested or used.

You must arrange for equipment such as lifts, lifting tackle and pressure vessels to be periodically examined.

State 

Machinery

The risk assessments may identify other matters which need to be covered in the policy for that particular business or premises. Examples:

Fork Lift Trucks

- FLTs must only be driven by persons suitably qualified to do so and for the specific type of truck.
- If you are not qualified, do not drive it.
- Do not leave an FLT attended with the keys in.
- Passengers should not be carried on a FLT for a purpose for which it was not designed, or in an environment for which it was not designed.
- At the start of each shift the driver should complete a pre use check.
- Any defects should be reported, and if considered dangerous, the truck should not be used.
- The company will arrange [6 monthly] maintenance checks of all FLTs through its contractor [provide details]

Specialist Equipment

- Details of precautions etc similar to the above should be listed.

Working at Heights


- Details as in general rules but expanded as applicable.

Pneumatic Equipment / Tools

- Pneumatic tools and hoses are highly dangerous if misused. Under no circumstances should horseplay take place.
- All air receivers will be regularly inspected by : _____


Lifts, Hoists, Cranes, Slings and Chains etc

- Arrangements for the regular inspection and testing of such items should be listed plus details of dos and don'ts etc.

State 

Electrical Equipment

You need to arrange for routine, thorough checks on your electrical equipment / installation.

State 

Electrical Power Washers etc

- Before use each the operator must visually inspect the power socket and cable for wear and tear / damage before switching on and must check the operation of the Residual Current Device / earth leakage breaker / power breaker.

Other Equipment

Equipment: _____ Who checks: _____ How often: _____

Electrical Equipment

Staff are not permitted to replace / repair any electrical equipment.

No personal, mains powered appliances may be used by staff in the company's premises without the agreement of the management (and usually only after suitable inspection by a competent person).

Any rules for use of extension leads and portable equipment :

Routine for inspecting plugs and cables for loose connections and faults :

Arrangements with electrical contractor for periodic thorough checks of the installation and equipment :

The company approved electrician is : _____ [provide details]

Hazardous Substances

An assessment of the workplace has been carried out relating to chemicals / substances used in the workplace / company. [No hazards have been identified]

The main hazardous substances all have the same precautions / hazards which are, for example :

- Do not smoke, eat or drink without first washing your hands
- Only use in a well ventilated space & with respirator
- If you get the product on your hands, wash off with copious amounts of water. If irritation continues seek medical attention

The exceptions are :

The data sheets for all products are held on : [*****]

Fluids Under Pressure

Notes

Hazardous Substances

You need to consider whether you have adequate safety information and your rules should provide for handling, storage and disposal. Suppliers' data sheets often include essential information.

Your employees may need special protective equipment.

You will need to see that fumes and dusts are kept to a minimum (in the case of particular fumes etc, an exposure limit may be laid down by law). Check that your controls over fume and dust are effective.

State

Fluids Under Pressure

Almost certainly manufacturers will have provided you with instructions which you may need to convert into house rules covering :

- Operation, use and maintenance of compressed air equipment
- Storage / labelling and use of compressed gases
- The need to take precautions where you use water under pressure

Notes

Other Important Hazards

You may need special rules for such matters as :

- Internal transport
- Use and care of protective equipment
- Noise
- Maintenance of appliances (gas etc)
- Other hazards in your business

State 

State 

Display Screen Equipment / Visual Display Screens

- All workstations will be assessed to ensure they are suitable for the operator [cross reference to DSE work station assessments [?]]
- If you are designated as a significant, habitual user of such equipment (2 or 3 hours daily, or longer periods of time but less regularly) then you are eligible to an appropriate free eye test. If the eye test indicates a need for corrective spectacles to do that work, then these will be provided in the form of normal spectacles at the company's expense.
- Work with any VDU should be organised so as to allow frequent breaks away from the screen.

Maintenance - Gas Safety

- The company will arrange for the regular inspection of all gas equipment and provide suitable records/certificates.
- The company approved gas engineer is : _____ [provide details[?]]
- Staff are not permitted to replace / repair any gas equipment.

Personal Protective Equipment

- The company has assessed the activities within business and there are no hazards requiring the issue of PPE.
- The company risk assessment has identified the need for PPE in respect of :
- The necessary PPE will be provided to staff via/is available from :
- All staff required to use PPE must keep it in good working order, available for use, and wear it at all appropriate times.
- Any defective or faulty PPE must be reported and will be replaced.

Regular Audits

- The [branch manager] will be responsible for carrying out regular [6 monthly] audits of the [branch] to identify any uncontrolled hazards which must be actioned as soon as possible. [See Appendix [?]] for audit sheet]. Copies of completed audits will be kept on site for checking by [area managers on a yearly basis]

Violence to Staff

- The company relies on a healthy workforce. [any counselling arrangements etc]
- Staff must take all precautions to avoid inviting violence towards them from customers/public.
- [Staff will be given training on methods known to reduce aggression]
- Staff must utilise company procedures with respect to the control of money on the premises.
- The company does not expect any heroics from its staff. Your safety is of the utmost importance. If a robbery does occur, do not foolishly put up resistance.

Lifting and Carrying

- Only lift or carry what you can easily manage.
- If unsure about the weight of an item, try to assess the weight by part lifting.
- If the object is large or irregular in shape or otherwise awkward to lift, its “effective” weight may be heavier. If in doubt get help to lift the object. If appropriate lifting equipment is available, use it.
- Always make sure you can reach the desired destination without obstruction and you can see where you are going.
- Always lift with a straight back. [See Appendix [?]] for further guidance].

Notes

Can I get further help?

If you still need advice on specific points check first in the guidance documents below. You may also contact your local health and safety inspector who is there to help and guide you.

Most manufacturing businesses should consult an inspector from the Health and Safety Executive. Look in the phone book for the office nearest to you. They can also put you in touch with the Employment Medical Advisory Service who will advise on health at work and first aid.

Offices, shops, warehouses, restaurants and hotels etc. should consult the local authority inspectors, usually in the Council's Environmental Health Department. For Warwick District Council, telephone: 01926 456712.

Further advice in connection with general fire precautions should be obtained from the local fire authority (except in the case of premises subject to the Fire Certificates (Special Premises) Regulations).

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Appendix 1
THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGS 1995.

These regulations (often shortened to RIDDOR) require employers, persons in control of premises and the self employed to report certain types of injury, occupational ill health and dangerous occurrences to their enforcing authority.

The reporting requirements varies dependant on the severity and potential harm:-

- a) - If an employee or visitor (e.g. member of the public or contractor) dies or suffers a fracture (excluding fingers and toes), amputation, dislocation of shoulder, hip or spine, serious eye injury, loss of consciousness or treatment in hospital resulting from a workplace injury [- non employees] [kept in hospital for 24 hours for employees].
- b) - a dangerous occurrence takes place e.g. collapse of scaffolding or part of a building, explosion or serious failure of lifting equipment or fairground ride.
- c) - death resulting from an injury at work up to 12 months after that injury.

THE ENFORCING AUTHORITY MUST BE INFORMED IMMEDIATELY usually by telephone and then by the official form (F2508) within 10 days (copy attached)

- d) - if an employee is unable to carry out their normal duties, or is off work, for 3 or more days, as a result of a work place accident/injury, then the enforcing authority must be advised using the prescribed form (F2508) within 10 days.

* Accidents may be reported to the central Incident Contact Centre@[ICC} at Caerphilly Business Park, Caerphilly, CF83 3GG by post, fax (0845 300 9924), email at riddor@natbrit.com, via the internet on www.riddor.gov.uk or telephone on 0845 300 9923.
The ICC will then forward the incident details to the appropriate enforcement authority.

All accidents should be recorded in an accident book in sufficient detail to enable the F2508 form to be completed if necessary.

APPENDIX 2 FIRST AID BOXES

This is a suggested content list only; equivalent but different items will be considered acceptable.

(All boxes should be marked with a white cross on a green back-ground and protected from dust or damp). Tablets and medication must not be kept in them.

HEALTH AND SAFETY (FIRST-AID) REGULATIONS 1981 APPROVED CODE OF PRACTICE (ISBN 0 7176 1050 0)

RECOMMENDED MINIMUM CONTENTS

<u>ITEM</u>	<u>QUANTITY</u>
A leaflet giving general guidance on first aid - eg HSE - Basic advice on first aid at work	1
Individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work	20
Sterile eye pads, with attachment	2
Triangular bandages - individually wrapped (preferably sterile)	4
Safety pins	6
Medium sized sterile unmedicated wound dressings (12cm x 12 cm approx) - individually wrapped	6
Large sized sterile unmedicated wound dressings (18cm x 18cm approx) - individually wrapped	2
One pair of disposable gloves	

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. The container should not be kept for re-use once the sterile seal is broken. Eye baths/eye cups/refillable containers should not be used for eye irrigation. The container should not be used after the expiry date.

In deciding on the contents of the box, the first-aid assessment may conclude that there is a need for additional materials and equipment, e.g. scissors, adhesive tape, disposable aprons, individually wrapped moist wipes. These may be kept in the first-aid container, if there is room, otherwise they may be stored separately as long as they are available for use if required.