

Health and safety policy

This is the statement of general policy and arrangements for:

(Name of company)

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

(Name of employer)

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

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: www.communities.gov.uk/firesafety .		
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) www.hse.gov.uk/riddor Tel: 0845 300 9923			
Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:		Every:	months or sooner if work activity changes

Employers with five or more employees must have a written health and safety policy and risk assessment. For further information and to view our example health and safety policy go to www.hse.gov.uk/risk
For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@connaught.plc.uk.
Combined risk assessment and policy template published by the Health and Safety Executive 09/09

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.

Company name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Example: Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff to keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, and offices cleaned each evening.	Better housekeeping in kitchen needed, e.g. clear up spills immediately. Arrange for loose carpet to be repaired/replaced.	All staff, supervisor to monitor Manager		
						Hint, tab here for new row

Assessment review date: (usually within one year, or earlier if working habits or conditions change)

For information specific to your industry please go to www.hse.gov.uk.

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