

Our health and safety policy statement

Company title

Guide to preparing a safety statement for a small
business

Writing your health and safety policy statement

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 welfare. Writing it down helps you think through the arrangements you have made.

This booklet contains an outline safety policy statement. It aims to save you time, and to help you write a statement that covers all important matters.

This booklet has been designed to help firms in office work and manufacturing. But it can be adapted to fit other kinds of work and also to suit your particular circumstances. Don't regard it as a straitjacket 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.

This booklet should help you to do that. First read the notes, then, if it suits you, fill in the blank spaces and keep the completed booklet as your statement.

ABOUT THIS POLICY STATEMENT

This policy statement is in three sections:

Section A makes a general declaration based on your obligations under the Health and Safety at Work etc Act. Then it says who is responsible for what.

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

Sections B and C give your arrangements in greater detail. Section B deals with certain general arrangements that apply to most or all premises. Section C deals with particular hazards that may or may not apply to you.

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

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 will make to implement the policy are set out below.

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

Date

RESPONSIBILITIES

Action state:

Notes
 When you fill in the part on responsibilities, begin with yourself. Perhaps you personally intend to look after everything to do with health and safety. If so, say that, but say also who will be responsible 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 safety representatives or a safety committee, say so.

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 co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

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 a safety representative if there is one.

Consultation between management and employees is provided by

6. Other people (if any) responsible for:

safety training

carrying out safety inspections

investigating accidents

monitoring maintenance of plant and equipment.....

ADVICE AND CONSULTANCY

Action Now list:

Notes

You can always contact your local health and safety inspector for advice.

You may have advice or support from doctors, nurses, safety consultants or others.

<p>Local Inspector's office and telephone number</p> <p>.....</p> <p>.....</p> <p>and if appropriate:</p> <p>Safety consultant</p> <p>Doctor:</p> <p>Nurse:.....</p>
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TRAINING

Notes

Employees should receive all the training necessary to ensure that they are able to do their job safely.

<p>Person(s) responsible for training:</p> <p>Mr/Mrs/Ms</p> <p>.....</p> <p>Location/Telephone Number:</p> <p>.....</p> <p>Special Training Hazardous jobs may need special training.</p> <p>Action List Them:</p> <table> <thead> <tr> <th>Job</th> <th>Training Required</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> </tbody> </table>	Job	Training Required
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SECTION C HAZARDS

Notes

Listed below 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 statement.

Remember you can get useful information from:-

- * hazard sheets supplied with substances you buy
- * manufacturers' guidance
- * written health and safety guidance from HSC, HSE or local authorities.

Employers should see that relevant hazard information is brought to the attention of workers likely to be affected by the hazards.

Keep hazard information where everyone who needs to can find it.

Action State where kept:

Hazard sheets
.....
Manufacturer's guidance
.....
Other guidance:
.....

HOUSEKEEPING AND PREMISES

Action list or attach your rules for:

Cleanliness:
.....
Waste disposal:
.....
Safe stacking and storage:
.....
Marking and keeping clear gangways, exits, etc:
.....
Checking equipment like ladders:
.....
Special access to particular places:
.....

ELECTRICAL EQUIPMENT

Action **State:**

<p>Routine for inspecting plugs and cables for loose connections and faults:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Any rules for use of extension leads and portable equipment:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Arrangements with electrical contractors for periodic checks of the installation and equipment:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Notes

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

MACHINERY

Action **State:**

<p>Rules for use:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Equipment: Who Checks: How Often:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Notes

You should set out your rules for use of all machinery and equipment. You should also set out your house rules for regular checking and maintenance.

Certain types of equipment must by law be examined and certified fit for use eg lifts, lifting tackle and pressure vessels.

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

OTHER IMPORTANT HAZARDS

Action

State hazard rules and maintenance procedures:

Hazard:

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Maintenance:

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Notes

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