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
Date

RESPONSIBILITIES

Notes

When you fill in the 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 your 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 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.

Action	state:						
1. Overall and	l final respo	nsibility for hea	lth and	safety in the	compa	ny is that o	f
Mr/Mrs/Ms							
						Dire	ctor
2 24 24 24						3.6	
						Mana	ager
-	-	cy being carried		-			
			• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	• • • • • • •	• • • • • • • • • • • • • • • • • • • •	••••
will be respon	sible as his/	ner deputy.					
3. The follow	ing supervis	ors are responsi	ble for	safety in part	icular	areas:	
Supervisor		Area			specia onsibil		
	chieve a he	the responsibi					
problem which	h they are	yee, supervisor not able to pu above. They m	ıt right	, they must	straig	htaway tell	the
		management				-	•
6. Other peop	le (if any) re	esponsible for:					
safety training					• • • • • • •		
carrying our sa	afety inspec	tions			• • • • • • •		
investigating a	accidents	• • • • • • • • • • • • • • • • • • • •					
monitoring ma	nintenance o	f plant and equi	pment.	• • • • • • • • • • • • • • • • • • • •			

SECTION B GENERAL ARRANGEMENTS

ACCIDENTS

Action State:
First aid box is in
Trained/qualified first aiders are:
Mr/Mrs/Ms
Location/Telephone Number
Appointed person responsible for box: Mr/Mrs/Ms
Person responsible for reporting* incidents
Accident record is in (Location)
*On Form F2508 or F2508A - Telephone the Incident Contact Centre (ICC) on 0845 300 9923 to make a report

Notes

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

GENERAL FIRE SAFETY

Action	State	How	Location/
	who checks:	often:	Telephone No:
Escape routes:			_
Mr/Mrs/Ms			
Fire extinguish			
Mr/Mrs/Ms			
Maintenance C	Company		
Fire alarms:			
Mr/Mrs/Ms			
Other equipme	ent (list):		
Mr/Mrs/Ms			
		• • • • • • • • • • • • • • • • • • • •	

Notes

Your local fire service 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 staff. Are your escape routes clear and signposted?

ADVICE AND CONSULTANCY

Notes Action You can always contact your local health and safety inspector for advice. You may have advice or support doctors, from safety nurses, consultants or others.

Notes

receive

job safely.

Employees should

training necessary to ensure that they are able to do their

all

the

Action	Now list:					
Local Inspect	Local Inspector's office and telephone number					
and if approp	riate:					
Safety consul	ltant					
_						
Doctor:						
Nurgo						
Nurse:						
1						

TRAINING

Person(s) respons	sible for training:
_	
111/11/11/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/	
Location/Telepho	one Number:
Special Training	g Hazardous jobs may need special training.
Action List Then	n:
Job	Training Required
	-

CONTRACTORS AND VISITORS

Action	List or attach your house rules for contractors and visitors:

Notes

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 want to see 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.

SECTION C HAZARDS Notes **Action** State where kept: Listed below are a Hazard sheets number of types of hazard which you may possibly need to provide Manufacturer's guidance When they for. apply to you, set out your rules, or attach them to this Other guidance: statement. Remember you can get useful information from:-* hazard sheets HOUSEKEEPING AND PREMISES supplied with substances you buv *manufacturers' guidance * written health and safety from guidance 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 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:
Special access to particular places.

ELECTRICAL EQUIPMENT

Action S	tate:		Notes
Routine for inspe	cting plugs and cables for loose c	onnections and faults:	You need to
			arrange for regular thorough checks on
			your electrical equipment/
			installation.
Any rules for use	of extension leads and portable e	quipment:	
	•••••		
	th electrical contractors for peri	odic checks of the installation and	
equipment:			
MACHINERY			Notes
Action S	tate:		
Rules for use:			You should set out
			your rules for use of all machinery
			and equipment.
			You should also set out your house rules for regular
	WI CI I	VI 06	checking and
Equipment:	Who Checks:	How Often:	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.

DANGEROUS SUBSTANCES				
Notes	Action:	State your rules concerning dangerous substances		
You need to consider				
whether you have				
adequate safety				
information. Suppliers				
data sheets should				
contain useful				
information.				
Your employees may				
need special protective				
equipment.				
Determine the extent				
of health and safety				
risks from your work				
with dangerous				
substances. Using the				
information on risks,				
ensure your rules				
provide appropriate				
protection in handling,				
storage, disposal and				
other aspects. Check				
that your rules are				
effective and				
maintained.				
1100				
HSE guidance				
describes a range of				
substances which have				
specific legal exposure				
limits. These limits				
must be observed.				
Notes	EL LIDE LINI	DER PRESSURE		
Almost certainly	FLUIDS UNI	DER FRESSURE		
manufacturers will	Action			
have provided you	State rules for	· uco		
with instructions	State Tutes 101	use.		
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				
0				
You need precautions				
where you use water				
under pressure.				
1	I			

OTHER IMPORTANT HAZARDS

Action State hazard rules and maintenance procedures: Hazard: Maintenance:

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