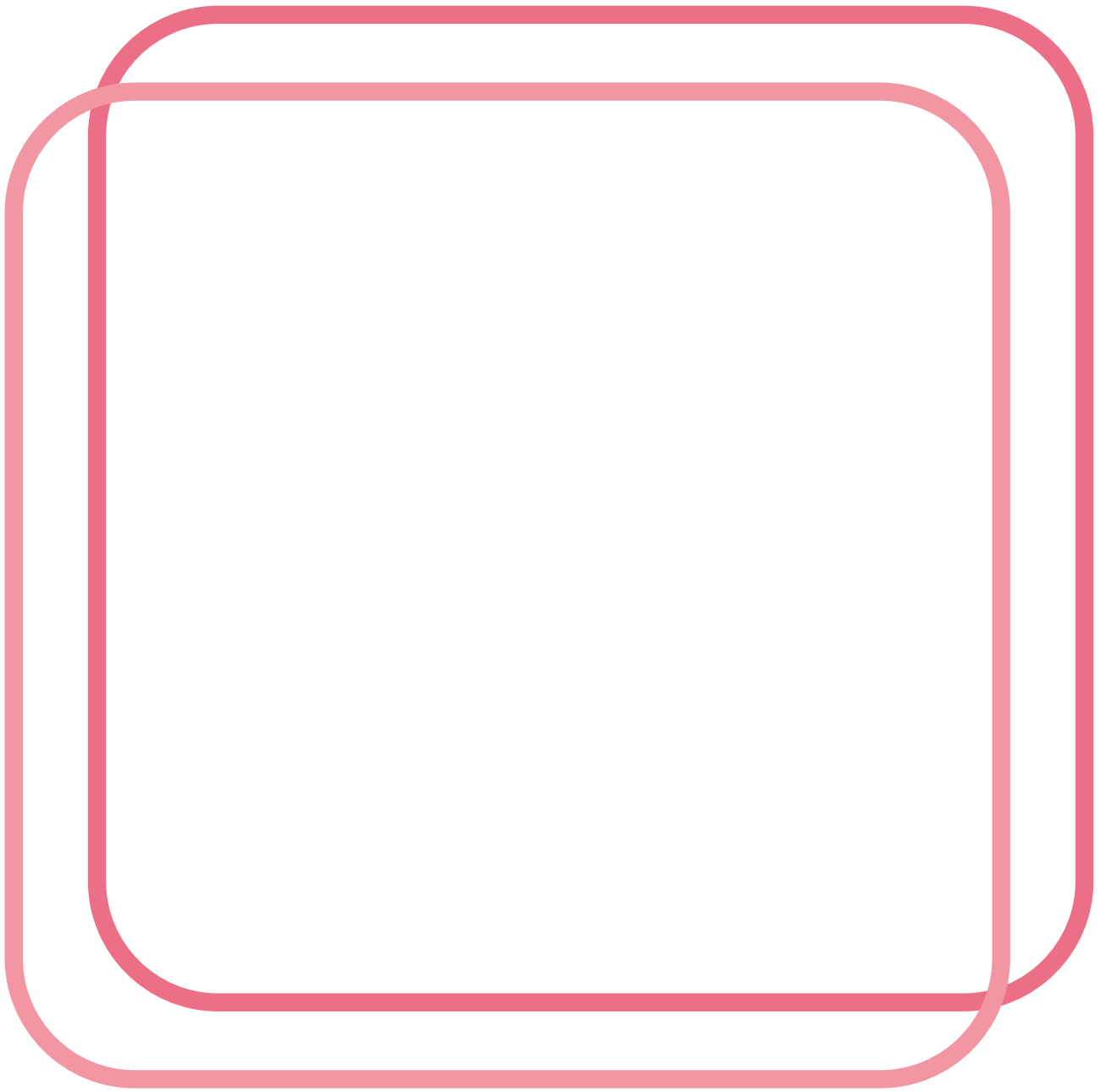


Health & Safety Policy



Health and Safety Policy Statement



Safer Business - Better Health

Issue date - December 2007

Introduction

What is a health & safety policy statement?

Your health & safety policy statement sets out how you manage health and safety in your organisation. It is a unique document that shows who does what, when and how they do it.

Why do I need a health & safety policy statement?

The health & safety policy statement is your starting point to managing health & safety in the workplace.

By law, (Health & Safety at Work etc Act 1974 section 2(3)) if you employ five or more people you must have a written health & safety policy. However, South Holland District Council strongly recommends that you have a policy no matter how many employees you have..

Writing a health & safety policy is more than just a legal requirement - it is your commitment to planning and managing health & safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health & safety.

Who should do what?

With very few exceptions, the responsibility for health & safety rests on you as an employer. However, many day to day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember, you will still have the ultimate responsibility.

You should consult your employees (through safety representatives, if you have any) about the policy statement. Everyone should be able to see from the policy statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

When and how should they do it?

Your policy statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety

You may wish to refer to other documents e.g. company rules, safety checklists, training programmes, emergency instructions, etc. Not all employees may need to see all the other documents, but they must see the policy statement itself.

How often do I need to revise the policy statement?

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the policy regularly (e.g. annually).

How often do I need to revise the policy statement?

On the following pages is an example of a policy statement that you can use, fill in and keep. It is split into three parts; It contains a statement of generally policy based on your legal duties under the Health and Safety at Work etc. Act 1974. Then you can record your organisational responsibilities and your arrangements to ensure the health and safety of your employees

REMEMBER:

What you write in the policy has to be put into practice. The true test of a health & safety policy is the actual conditions in the workplace, not just how well the statement is written.

Health & 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;
- to review and revise this policy as necessary at regular intervals.

Signed:

(employer)

Date: _____

Review Date: _____

Health & Safety Policy Responsibilities

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

Your name must be inserted here. As the employer (i.e. sole trader, senior partner or managing director) you have overall responsibility for health and safety.

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

If you are not always there, or do not have time to manage on a day to day basis, you can delegate this role to someone else, etc director, manager or supervisor. You will need to ensure that they keep you fully informed of health and safety matters and visa versa - it will still be your overall responsibility.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name / Responsibility / Area

Name / Responsibility / Area

Name / Responsibility / Area

Name / Responsibility / Area

Name / Responsibility / Area

Name / Responsibility / Area

You may delegate functions to people within your organisation, either by specific areas within the workplace or by topic. You should include their specific responsibilities in their job description (if they have one).

You must also ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out - this will make sure that if there are any health and safety concerns, they can be reported to the right person, so they can be dealt with.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law. Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that the concerns can be addressed.

Health & Safety Policy Arrangements

Health & 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.

Note:

You must assess risks to the health and safety of anyone who may be affected by your work activities, including non-employees, so that you can weigh up whether you have done enough or need to do more to comply with the law. For further information please see the risk assessment section.



Consultation with employees

Employee representative(s) are:-

Consultation with employees is provided by:-

Note

You must consult your employees. If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent under the Safety Representatives and Safety Committees Regulations.

If you do not have trade unions, you must consult employees, either directly or through an elected representative under the Health and Safety (Consultation with Employees) Regulations.

You may wish to use another meeting or forum for consultation. If you have a health and safety committee, you could list what it does, who is on it and how often it meets.

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 or hired.

Note

You will need to ensure that all plant and equipment (e.g. lift trucks, vehicles, gas appliances, machinery guarding, lifting equipment, air receivers, ventilation plant) that requires maintenance (e.g. pre-shift checks, servicing, thorough examinations) is identified and that the maintenance checks etc have been carried out.

It is worthwhile using a logbook to record the maintenance checks. When buying new or second-hand plant and equipment, you must check it meets health and safety standards before buying it.

Safe handling and use of substances

will be responsible for identifying all substances which need a Control of Substances Hazardous to Health (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.

Note:

You must assess the risks from all substances hazardous to health. These are known as your COSHH assessments. You should do assessments on substances you use (e.g. adhesives, paints, cleaning agent, solvents) and substances generated from work activities (e.g. dust, fume, vapour). Your assessment should identify any health risks. If there is a risk you must take steps to remove or control the risk. For further information please see the COSHH section.

Information, instruction and supervision

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 other employers, are given relevant health and safety information.

Note

The Health and Safety Information for Employees Regulations require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

You are required to have access to competent advice, either in-house or, if not available, external (e.g. employers' organisations, trade associations, trades unions or consultants).

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised. You must also do specific risk assessments for young people - you need to take account of their inexperience, lack of awareness of risks and immaturity.

If your employees go to work for another employer on your behalf (e.g. if you are a contractor) you will need to check that they are given relevant health and safety information for that location, by that employer/company.

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

Note

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave, and hours of work). It needs to cover basic health and safety such as first aid and fire.

Employees will need job specific training, which includes the health and safety aspects of the job. You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly. Some jobs will require special training such as manual handling, driving, confined space entry and asbestos removal.

You may wish to refer to your company training programme. It is important to keep records of all training (even training you have provided in-house) to show that employees have received training appropriate for their jobs. You should monitor the training records, so that refresher training is given when necessary.

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

Note: Employees must receive health surveillance for certain work (e.g. work with flour, lead, chrome, asbestos, noise, isocyanates and some chemicals.) This will identify any health problems early on so that action can be taken before an employee's condition worsens.

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

The appointed person(s)/first aider(s) is/are

Note: Providing immediate first aid can prevent minor injuries becoming major ones. As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. Larger businesses will require a qualified first aider.

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.

Note: Recording accidents (even minor ones) means you can see whether you have a problem in a particular area. You must report certain types of accidents and ill health at work, using Form 2508 or Form 2508A.

Monitoring

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.

Note:

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety. You can do this both actively and reactively, i.e. before and after something goes wrong.

Actively - you or any other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits and safety representative inspections, etc. Trade union safety reps have the right to carry out inspections and investigate accidents.

Reactively - you can investigate any accidents or sickness absences that occur. Investigating accidents is a useful way of reviewing your safety systems - ask yourself why the accident really happened and what you can do to stop it happening again. Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health. When you find out what went wrong - put it right.

Emergency procedures - fire and evacuation

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

Escape routes are checked by/every (name and date)

Fire extinguishers are maintained and checked by/every (name and date)

Alarms are tested by/every (name and date)

Emergency evacuation will be tested every

Note:

You must carry out fire risk assessments, in the same way as you do for health and safety risk assessments. Your local fire service can tell you your obligations. For escape routes, extinguishers and alarms, you should state who checks them, how often and also where they are based. You need to plan an escape route in case of fire or any other emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.