Health and safety policy

This is the statement of general policy and arrangem	nents for: — (Na	me of company	/)	
(Name of Employer/Senior manager)	has overall a	and final respo	nsibility for	r health and safety
(Member of staff)	has day-to-c	lay responsibil	ity for ensu	ring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)		
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace				
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work				
Engage and consult with employees on day-to-day health and safety conditions				
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities				
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances				
Signed: * (Employer)			Date:	
You should review your policy if you think it might no longer be v If you have fewer than five employees, you don't have to write do				
Health and safety law poster is displayed at (location)				
First-aid box is located:				
Accident book is located:				

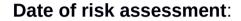
Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc
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Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

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 (http://www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Company name:



Hint, tab here for new row

1. What are the hazards?	2. Who might be harmed and how?	3. What are you already doing?	4. Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if the trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on xx/xx/xx	xx/xx/xx xx/xx/xx

You should **review** your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

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

For further information and to view our example risk assessments go to http://www.hse.gov.uk/risk/casestudies/

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