A logo with text and hands

AI-generated content may be incorrect.

Health and Safety Policy

Company Name: That ADHD Woman

Policy Author: Katherine Irvine

Date of Completion: 06.06.25

Review Date: 05.06.25

# 1. Policy Statement

[Company Name] is committed to providing and maintaining a safe and healthy working environment for all employees, volunteers, service users, contractors, and visitors. This policy outlines our approach to managing health and safety risks and ensuring legal compliance.

# 2. Legal Responsibilities

[Company Name] recognises its duties under:  
- Health and Safety at Work Act 1974  
- Management of Health and Safety at Work Regulations 1999  
- Control of Substances Hazardous to Health (COSHH) 2002  
- Manual Handling Operations Regulations 1992  
- Workplace (Health, Safety and Welfare) Regulations 1992  
- Display Screen Equipment Regulations 1992

# 3. Responsibilities

- Directors and Managers are responsible for implementing this policy.  
- The Health and Safety Officer will coordinate health and safety activities.  
- All employees and volunteers must:  
 - Take reasonable care of their own health and safety.  
 - Report hazards, incidents, or unsafe practices immediately.  
 - Follow all health and safety procedures.

# 4. Risk Assessment

- Regular risk assessments will be conducted to identify hazards.  
- Findings will be recorded and action plans implemented.  
- Risk assessments will be reviewed annually or after significant changes.

# 5. Safe Systems of Work

- Procedures will be developed for:  
 - Manual handling  
 - Lone working  
 - Use of display screen equipment  
 - Fire safety and evacuation  
 - Control of hazardous substances

# 6. Emergency Procedures

- Fire evacuation plans will be displayed in all work areas.  
- Fire drills will be conducted at least twice a year.  
- First aid equipment and trained first aiders will be provided.  
- Emergency contact details will be accessible to all staff.

# 7. Incident Reporting and Investigation

- All accidents, near misses, and dangerous occurrences must be reported immediately.  
- Incidents will be logged and investigated to prevent recurrence.  
- RIDDOR reportable incidents will be reported to the HSE where applicable.

# 8. Training and Competency

- All staff and volunteers will receive health and safety induction training.  
- Refresher training will be provided at least annually.  
- Specific training will be provided for roles with additional risk.

# 9. Welfare Arrangements

- Suitable and sufficient welfare facilities will be provided, including:  
 - Drinking water  
 - Toilet and washing facilities  
 - Break areas for rest and meals

# 10. Monitoring and Review

- This policy will be monitored through regular workplace inspections and audits.  
- It will be reviewed annually or following any significant incidents or legislative changes.