

General Health and Safety Policy **TEMPLATE**

YOUR BUSINESS NAME

**THIS IS ONLY A SAMPLE.
CUSTOMISATION REQUIRED.**

Provided by: Alan & Thomas Insurance Group

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The content of this sample policy is of general interest only and not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. It does not address all potential compliance issues with UK, EU or any other regulations. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. It should not be used, adopted or modified without competent legal advice or legal opinion. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly.

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This policy is just a SAMPLE. It is not exhaustive, nor is it a bespoke policy for your specific organisation. If you are planning to adapt or create an organisational health and safety policy, seek assistance from a recognised health and safety expert and/or the Health and Safety Executive.

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Statement of General Policy

YOUR BUSINESS NAME, including all directors and executives, is committed to ensuring the health and safety of all employees and providing a safe environment to any other persons on premises. We are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, the provision and maintenance of safe plant and equipment, the safe handling and use of substances, and steps to prevent accidents and cases of work-related ill health.

Employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by YOUR BUSINESS NAME's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

This policy applies to all employees. It is non-contractual and, for the avoidance of doubt, does not form part of any employee's contract of employment.

In accordance with our health and safety duties, YOUR BUSINESS NAME subscribes to the following:

1. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. YOUR BUSINESS NAME will assess risks to health and safety and identify ways to overcome them.
2. To provide and maintain a safe and healthy place of work and means of entering and leaving the premises safely, including implementing emergency procedures for evacuation in case of fire or other significant incidents.
3. To provide employees with adequate information, training, instruction and supervision in safe working methods and procedures.
4. To provide and maintain safe plant, equipment and machinery, and to ensure the safe storage / use of substances. All plant, equipment and machinery will have the necessary safety devices installed and appropriate protective clothing will be provided.
5. To comply with all safety and health regulations which apply to the course and scope of operations. This includes providing adequate resources to implement this policy.
6. To promote co-operation between employees to ensure safe and healthy conditions and systems of work through discussion and effective joint consultation [and the establishment of a health and safety committee, safety representatives and accident investigations where applicable].
7. To monitor and review health and safety performance, working environment and conditions to ensure that programme objectives are achieved.
8. ADD ANY ADDITIONAL STATEMENTS HERE
9. ADD ANY ADDITIONAL STATEMENTS HERE
10. ADD ANY ADDITIONAL STATEMENTS HERE

Everyone at YOUR BUSINESS NAME must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood. Any health and safety concerns should be reported to the Principal Health and Safety Officer or your supervisor.

Signature

Date

Statement of General Policy

[INSERT NAME] is designated as YOUR BUSINESS NAME's Principal Health and Safety Officer. The Principal Health and Safety Officer is responsible for the overall and final implementation and compliance with the Health and Safety Policy of YOUR BUSINESS NAME and is accountable for results as measured by criteria such as incident rates. The Principal Health and Safety Officer is properly trained in health and safety to provide competent advice to YOUR BUSINESS NAME. If an area is outside of the Health and Safety officers' expertise, an external source will be brought in for assistance.

[INSERT NAME] is designated as the Associate Health and Safety Officer and is in charge of day-to-day responsibilities for ensuring this policy is put into practice. If there is no Associate Health and Safety Officer assigned, then the Principal Health and Safety Officer is also in charge of day-to-day responsibilities.

[IF NECESSARY] In order to promote better communication between employees and management, a Health and Safety Committee has been established for YOUR BUSINESS NAME's operations. Its primary function is to serve as a two-way channel of communication, to establish consultation procedures and to promote safety awareness throughout the workplace. If a Health and Safety Committee is not created, the Principal Health and Safety Officer will be responsible for consultation and communication procedures.

ORGANISATION: The Health and Safety Committee will consist of:

Principal Health and Safety Officer:

Associate Health and Safety Officer:

Supervisor:

Supervisor:

Employee:

Employee:

Trade Union Representative or Employee-Elected Safety Representatives [IF APPLICABLE]:

The Health and Safety Committee will meet [INSERT TIMEFRAME]. The meeting will be chaired by the Principal Health and Safety Officer or Associate Health and Safety Officer.

Employee Safety Responsibilities

The primary responsibility of the employees of YOUR BUSINESS NAME is to perform their duties in a safe manner in order to prevent injury to themselves and others. This includes taking reasonable care of their own health and safety and that of others by observing applicable safety rules and following instructions for the use of equipment.

Employees must co-operate with the management, health and safety officers and the safety committee on health and safety matters and comply with any health and safety instructions.

Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to [INSERT NAME] or your direct supervisor.

You must specifically be trained and authorised by your supervisor to operate vehicles and use machinery. Before operating/using any equipment or machinery, visually check that all safeguards are in place and there are no maintenance issues. If you see any issues or have any concerns, contact [INSERT NAME] immediately. No employee should ever attempt to repair equipment or machinery unless specifically trained and authorised to do so.

You must co-operate in the investigation of any accident or incident that has led, or which we suspect might have led, to injury.

Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

ADD ADDITIONAL RESPONSIBILITIES HERE

ADD ADDITIONAL RESPONSIBILITIES HERE

This Section contains SAMPLE ACTION/ARRANGEMENTS. All organisations need to adapt this section to their own specific industry and workplace needs, based on their risk assessments.

For more detailed employee guidelines, contact Alan & Thomas Insurance Group for an industry-specific sample employee safety manual.

There may be a more specific policy available for many of the following arrangements. Specific policies may be found online at [INSERT WEBSITE/INTRANET], or contact [INSERT NAME].

1. Accidents and First Aid

If you suffer an accident at work, it must be reported to the Principal Health and Safety Officer or your supervisor as soon as possible. All accidents should be reported, however trivial (this includes all work-related injury, suspected injury or near-misses). The accident will be recorded in our Accident Book, which is kept in [INSERT LOCATION]. All employees must cooperate with any resulting investigation.

YOUR BUSINESS NAME will follow all guidelines and requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) when dealing with any accidents or ill health at the workplace.

The act of reporting a false injury or accident will be viewed by the Company as an act of misconduct and will result in disciplinary action being taken against you.

There are a sufficient number of first aiders and/or appointed persons to help you in the event of a medical injury or emergency. Their names and contact numbers are [INSERT NAMES AND CONTACT NUMBERS].

There are numerous first aid boxes strategically placed throughout the workplace. These first aid boxes are marked with a white cross on a green background and located at [INSERT LOCATION(s)]. Please make yourself aware of the nearest first aid box and how to contact a first aider.

2. Fire Prevention and Emergency Evacuation

[INSERT NAME] is in charge of conducting a fire risk assessment and implementing fire safety procedures. This risk assessment will be reviewed [INSERT FREQUENCY], and as circumstances in the workplace change.

You should familiarise yourself with the instructions about what to do in the event of fire which are [displayed on notice boards **OR** on the intranet **OR** available from INSERT NAME]. Fire extinguishers are located throughout the building at [INSERT LOCATIONS]. Also ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency. Fire drills will be conducted [INSERT FREQUENCY].

Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm you must follow their instructions.

You should notify the Principal Health and Safety Officer or your supervisor as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.

If you discover a fire you should not attempt to put it out unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call [INSERT NUMBER] and report the location of the fire.

On hearing the fire alarm you should remain calm and walk quickly (do not run) and evacuate the building immediately following the instructions of the fire wardens. Do not stop to collect personal possessions, do not use the lifts and do not re-enter the building until you are told that it is safe to do so.

3. National Health Alerts

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by employees, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your supervisor.

4. Hazardous Substances [IF APPLICABLE]

All YOUR BUSINESS NAME employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely. If there are any substances hazardous to your health in the workplace, a COSHH risk assessment will be performed. Employees will be informed and trained on steps to eliminate, reduce and control exposures. This COSHH risk assessment will be conducted and reviewed periodically by [INSERT NAME].

Actions/Arrangements

Employees working with hazardous substances will receive on-going health surveillance. The following jobs at YOUR BUSINESS NAME involve working with hazardous substances: [INSERT JOBS, IF ANY]

Safety Data Sheets (SDSs) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. At YOUR BUSINESS NAME, the SDS collection is located at [INSERT LOCATION]. Employees are free to utilise the SDSs as needed.

5. Safety and Equipment Training

YOUR BUSINESS NAME is committed to providing health and safety related orientation and training for all employees at all levels of the facility. YOUR BUSINESS NAME will maintain and support a programme to educate and familiarise employees with health and safety procedures, rules and work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data. A record of training will be kept and made available as well.

All employees must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must immediately be reported to [INSERT NAME]. Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.

No employee should attempt to repair equipment unless trained and authorised to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

The HSE Health and Safety Poster is posted at [INSERT LOCATION].

Leaflets are also available from [INSERT NAME].

6. Information and Consultation

We are committed to providing information, instruction and supervision on health and safety matters for all employees as well as consulting with them regarding arrangements for health and safety management.

7. Risk Assessments

YOUR BUSINESS NAME has conducted a 'suitable and sufficient' risk assessment of all workplace hazards, as required by the Health and Safety at Work etc. Act 1974. General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. [INSERT NAME] is responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

8. DSE and Manual Handling

If you use a computer for prolonged periods of time you can request a workstation assessment by contacting the Principal Health and Safety Officer or your line manager. Information on the use of display screen equipment can also be obtained from the Principal Health and Safety Officer or [INSERT NAME].

Information on the regulation of manual handling can be obtained from the Principal Health and Safety Officer or [INSERT NAME].

9. Review of Policy

The Principal Health and Safety Officer will ensure that this policy is reviewed [INSERT FREQUENCY]. We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

10. IF NECESSARY INSERT ADDITIONAL ACTIONS/ARRANGEMENTS HERE

This is the statement of general policy and arrangements for: YOUR BUSINESS NAME

Overall and final responsibility for health and safety is that of: [INSERT NAME]

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: [INSERT NAME]

Name of organisation: YOUR BUSINESS NAME
Name of employer:
Name of employee:

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. YOUR BUSINESS NAME will assess risks to health and safety and identify ways to overcome them.		
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To provide employees with adequate information, training, instruction and supervision in safe working methods and procedures.		
To provide and maintain safe plant, equipment and machinery, and ensure the safe storage / use of substances. All plant, equipment and machinery will have the necessary safety devices installed and appropriate protective clothing will be provided.		
To comply with all safety and health regulations which apply to the course and scope of operations. This includes providing adequate resources to implement this policy.		

Overview

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To promote co-operation between employees to ensure safe and healthy conditions and systems of work through discussion and effective joint consultation [and the establishment of a health and safety committee, safety representatives and accident investigations where applicable].		
To monitor and review health and safety performance, working environment and conditions to ensure that programme objectives are achieved.		
ADD ADDITIONAL STATEMENTS HERE		
ADD ADDITIONAL STATEMENTS HERE		

Health and safety law poster is displayed:	INSERT LOCATION		
First-aid box and accident book are located:	INSERT LOCATION		
Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations):	www.hse.gov.uk/riddor Incident Contact Centre: 0845 300 9923 (For Fatal and Major Injuries Only)		
Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:		Every:	Subject to review, monitoring and revision by: