



[YOUR COMPANY NAME]

HEALTH & SAFETY POLICY

SAMPLE

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It is important to work through the document and customise any areas to ensure that the finished template accurately reflects what your organisation does and the controls that you have in place. You should consider your regulatory and legal obligations and any standards or requirements that apply to your industry or business type when customising the content.

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Revision History

VERSION	REVISION DATE	SECTION REVISED	REASON FOR REVISION	DESCRIPTION OF REVISION

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1 POLICY STATEMENT

[Your Company Name] (*hereinafter referred to as the “Company”*) have a legal obligation under the Health and Safety at Work Act 1974 (*‘the Act’*) and similar legislation to provide a safe and healthy working environment for our employees. This policy sets out our commitment and objectives to ensuring high standards of health and safety and to implement controls and measures for achieving and monitoring these.

It is our aim to carry out a business wide risk assessment to identify risks to employee health, safety and welfare. The Company will, as far as is reasonably practicable, reduce or mitigate such risks and ensure ongoing audits and monitoring.

2 PURPOSE

The purpose of this policy is to set out the Company's objectives and obligations in relation to health, safety and welfare within the workplace. This policy can be used by employees and third parties to obtain guidance on our health and safety measures and to ensure we build and maintain safe and healthy working environment for our employees.

3 SCOPE

This policy applies to all staff within the Company (*meaning permanent, fixed term, and temporary staff, any third-party representatives or sub-contractors, agency workers, volunteers, interns and agents engaged with the Company in the UK or overseas*). Failure to adhere to the objectives and measures in this policy may result in disciplinary action being taken.

4 INTRODUCTION

The Health and Safety at Work Act 1974 applies to every employer, giving them the responsibility of ensuring, as far as is reasonably practicable, the health, safety and welfare of all employees within the workplace. The Act provides provisions for employees being able to work in an environment that is safe, healthy and as far as is possible, free from risk.

The Act works hand in hand with other health and safety legislation and regulations to monitor and maintain a safe and healthy work environment for all employees. In addition to the Act, the Company also complies with our obligations under The Management of Health and Safety at Work Regulations 1999 and The Workplace (Health, Safety and Welfare) Regulations 1992.

These Regulations require employers to perform risk assessments, identify workplace risks and hazards, and to implement measures to control and reduce those risks. In addition, the rules focus on the basic needs and welfare of employees, including adequate and effective lighting, ventilation, temperature controls, toilets and rest areas.

5 OBJECTIVES

[NOTE: You will need to review and add/amend/delete the objectives as applicable to your business type, environment and industry.]

To ensure the health, safety and welfare of the employees within our workplace, we have set the below objectives and commitments. **The Company will:** -

- Ensure that all **[machinery/equipment/systems/devices/buildings/access points/tools/transport/insert as applicable]** are safe to use and without risk to health.
- Designate a Health & Safety Officer.
- Carry out a business wide risk assessment to make an effective and sufficient assessment of the risks to health and safety within the workplace.
- Provide protective equipment, tools and clothing where applicable.
- Implement an ongoing maintenance assessment and monitoring programme to ensure the safety, suitability and effectiveness of all items listed above.
- Ensure safety and absence of risks to health in the use, handling, storage and/or transport of articles or substances.
- Provide adequate supervision, training, resources, information and instructions are provided and made available as is necessary to ensure health and safety at work.
- Provide specialised training and information for employees dealing with particular health and safety responsibilities or roles involving a higher risk to safety and welfare.
- Maintain the safe condition and risk-free provision of all building access points, internal fire doors and stairs.
- Ensure that clean, safe and adequate facilities are provided for the use of all employees, to include rest areas, toilets and suitable accessibility arrangements.
- Provide suitable, safe and adequate working conditions that promote a healthy work environment, to include lighting, ventilation, heating and air conditioning.
- Communicate and disseminate health, safety and welfare objectives and measures to all employees and monitor their understanding and adherence to them regularly.
- Implement a robust reporting structure for the identification of hazards and reporting of any unsatisfactory conditions.
- Make provisions to ensure the cleanliness of the workplace, furniture, furnishings and fittings.
- Make provisions to ensure the cleanliness of the facilities, rest areas, floors, walls and ceilings.
- Implement a waste management policy to prevent the accumulation of waste and ensure a clean and tidy workplace.
- Provide suitable and adequate chairs, workstations, accessories and equipment for the welfare of all employees.

- Review and revise this policy as necessary and at regular intervals.
- [Add/delete as applicable]

6 RISK ASSESSMENT

[Insert Name] is responsible for the Company's health and safety risk assessments. The completed assessment and action plan will be provided to [senior management/owners/director/board]. A health and safety risk assessment will be carried out every [month/3 months/6 months/12 months] or when there is a change to the workplace or the way we carry out our activities.

A health and safety risk assessment is the process of identifying hazards in a workplace that may pose a risk to people's health, safety and welfare. The Company acknowledges its responsibility to examine the workplace and identify any areas that could cause harm. Our risk assessment process involves 6 steps, detailed below.

1. Identify the Hazards

The risk assessor reviews and considers all areas, facilities, systems and equipment when looking for obvious or potential hazards. A second assessor is appointed to conduct a duplicate hazard assessment for comparison. Both assessment lists are compared to ensure no hazards are missed. Specific job roles and individuals are assessed to consider hazards that can be a risk to one person but not another (*i.e. pregnant women, employees with disabilities, role specific hazards*). The final list of hazards is recorded on the health and safety risk assessment document.

2. What is the Risk and Who Might be Harmed?

Once all hazards have been identified and documented, the assessor considers what the risks are associated with each hazard. These are recorded on the risk assessment along with any roles or groups of employees that are potentially at risk. Some hazards can pose a health and safety risk to all employees, whilst others can be job specific or only impact certain individuals.

3. Existing Controls and Measures

For many health and safety hazards and risks in our workplace, we already have controls and precautions in place to mitigate or reduce the risk. We use signposting to provide information and instructions for areas such as first aid, fire precaution and manual handling. This stage of the risk assessment is where the assessor documents the controls already in place to mitigate the health and safety risks.

4. Additional Controls

After evaluating the risks and considering the controls already in place, the assessor considers if there are any additional measures that can reduce any of the risks further. In some cases, the maximum mitigating actions are already in place, and no further action is taken. If there are additional controls and measures that can be taken, the actions to implement them are documented on the risk assessment.

5. Record Findings and Assign Actions

At stage, the assessor ensures all hazards, risks, people, controls and actions have recorded on the risk assessment document. Where actions need to be taken, a responsible person is assigned. A date the action is required by is added to the assessment. Recommendations and actions are reported to **[senior management/owner/director/board]** as part of the risk assessment management information.

6. Review Policy and Risk Assessment

After each risk assessment, the Health & Safety Policy is reviewed to ensure that current objectives, controls and precautions are still suitable, valid and effective. The date of the next health and safety risk assessment is recorded on the template and scheduled in the assessor's diary.

7 HEALTH AND SAFETY CONTROLS

Alongside the Company's commitments to health and safety in the workplace, we have implemented various controls and measures to reduce the risks associated with workplace hazards. These health and safety areas have been identified using our risk assessment and set out how we manage, mitigate and reduce any associated risks.

[The control headings in section 7 of this policy are suggestions only and must be customised to suit your business type, size and health and safety risks. You can document the controls and steps you have in place for each area in any format you choose. Common options are to have the areas, controls and responsible person set out in a paragraph under each heading or to use bullet points.

We have added some sample content to the first 2 areas using the different format options noted above. You should add/remove the headings as applicable and choose to follow on with whichever format you prefer.]

7.1 WORKPLACE ACCIDENTS

The Company have taken every reasonable measure to reduce the risk of accidents and incidents within the workplace. However, we recognise that accidents can happen and have therefore put the below steps and actions in to place.

- The Company's First Aid Officer is **[insert name]**.
- All accidents, regardless of severity, must be reported to the first aid officer.
- All accidents are investigated and a root cause analysis performed.
- The first aid officer will maintain an accident record book and ensure that all accidents or '*near misses*' are documented.
- The accident record book will be used during the health and safety risk assessment to check if there are any hazards or risks that do not have sufficient measures, thus resulting in the accident.

- Where required, additional health and safety controls are implemented.

7.2 FIRST AID IN THE WORKPLACE

The Company have assessed the health and safety risks within the workplace, taking into account general accidents and ill health. The provisions made for first aid persons, training and arrangements are proportionate to the size and scope of our business.

We have appointed [insert number] first aid officers who have received first aid in the workplace training and are certified. The first aiders attend annual first aid refresher courses and have adequate resources, equipment and guidance available to perform their duties. Details of the first aid officers are recorded in this policy, on the Health and Safety Law poster **and [insert any other locations]**.

The appointed first aid officers are [insert name] and [insert name].

[Add/remove and complete measures for the below areas]

Fire Safety Arrangements

Equipment

Manual Handling

Cleaning and Facilities Management

Maintenance

Waste Management

Food Hygiene

Control of Substances Hazardous to Health (COSHH)

Utilities Safety and Maintenance

8 INDUCTION AND TRAINING

The Company have extensive policy and procedure frameworks in place for employee training and induction. Our health and safety policy statement, commitments and controls are included in both the training sessions and induction program. Employees are encouraged to get involved in the health, safety and welfare of themselves and their colleagues.

It is important for the effective operation of our business that our employees are knowledgeable and trained adequately. We recognise that a competent employee is one with suitable skills and qualifications to undertake their role. However, understanding and complying with laws and regulations is also an essential business requirement. Recognising hazards and risks, health and safety controls and reporting concerns are the focus points of our training sessions in this area.

We provide induction and ongoing training sessions on workplace hazards and the associated risks. The health and safety risk assessment findings and action plan are shared with employees and posters; signposts and information points form part of our health and safety control measures. To

monitor and assess an employee's understanding and awareness of the health and safety laws and our objectives, we use team meetings, feedback forms, surveys and training sessions.

We acknowledge that some people and job roles may be more vulnerable to health and safety risks than others. Where this is the case, we provide dedicated health and safety training in the relevant area(s) and provide adequate and suitable equipment, resources and information to undertake their duties safely. Training and induction records are maintained by the training officer.

Please refer to our Training & Development Policy and Induction Policy for further information.

9 COMMUNICATING INFORMATION

The Company recognise that having information, guidance and instructions available and visible improves health and safety in the workplace. We use a variety of methods to communicate and disseminate our health and safety objectives, controls and commitments. Training sessions, team meetings and **[the company newsletter/intranet/employee handbook/]** are used to provide useful information to ensure a safe environment for all employees.

[Insert name of responsible person] is responsible for health and safety information and workplace signposting. It is their duty to ensure that employees are provided with information relating to health and safety and that everyone is aware of how to access the relevant resources and guidance.

- The Health and Safety Law poster is displayed **[insert location]**.
- The Employers' Liability Insurance Certificate is displayed **[insert location]**.
- The Health & Safety Policy Statement is displayed **[insert location]**.
- Details of our First Aid Representative(s) and Fire Marshall(s) are displayed **[insert location]**.

10 AUDITS AND MONITORING

The Company have a rolling schedule for completing health and safety risk assessments and reviewing the Health & Safety Policy. However, we recognise that a workplace is a constantly changing environment and as such, we use compliance audits and monitoring across all business functions and activities.

Our compliance audit and monitoring plan includes the review of our health and safety measures and the risk assessment model and criteria. Where there are changes within the business, including employees, equipment, systems, furniture, fixtures and fittings, we review our health and safety commitments and objectives to ensure they remain suitable and effective.

11 RESPONSIBILITIES

It is the responsibility of all employees to read and adhere to the objectives and actions set out in this policy. However, the overall health, safety and welfare of our employees is the responsibility of

the Company as the employer. All employees and persons within the building are required to co-operate with health and safety matters and avoid interfering with anything provided to safeguard health, safety and welfare.

Employees are expected to take reasonable care of their own health, safety and welfare and that of their colleagues. Employees are obligated to report all health and safety concerns or identified risks to the appropriate person (*as named in this policy*). Where duties or health and safety functions have been delegated to managers or supervisors, these are detailed below and are also recorded on the health and safety posters located around the building.

11.1 HEALTH & SAFETY APPOINTMENTS

[Insert name] has overall and final responsibility for health and safety.

[Insert name] has been appointed as the company Health and Safety Officer and is responsible for the day-to-day oversight and implementation of this policy. This is the person to whom any employee should report concerns regarding health and safety.

[Insert name] is responsible for the provision of employee training, signposting, and information.

To ensure that health and safety standards are maintained throughout the workplace, the below people have been appointed with health and safety responsibilities: -

NAME	DEPARTMENT	ROLE	RESPONSIBILITY
<i>John Smith</i>	<i>Admin</i>	<i>Manager</i>	<i>First Aider</i>
<i>Jane Doe</i>	<i>Accounts</i>	<i>Team Leader</i>	<i>COSHH Safety</i>
<i>Jack Jones</i>	<i>I.T</i>	<i>Engineer</i>	<i>Fire Marshall</i>