

<INSERT ORGANISATION NAME> HEALTH & SAFETY POLICY TEMPLATE

Section 1: Health and Safety Policy Statement for <insert Organisation Name>

The <Board of directors> is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of our employees and any other person affected by our activities through applying the high standards set out in this policy. This includes providing safe and healthy working conditions for the prevention of work-related injury and ill health. We will fulfil legal and other relevant requirements.

The <Board>, led by the <Managing Director>, has overall responsibility for ensuring that we maintain high standards of health and safety. However, we rely on all of our employees and sub-contractors to play their part in implementing our health and safety policy and drawing to our attention areas in which we can improve.

The <Board> has appointed <insert position> to be appointed safety <director> to guide the <Board> on all matters of health and safety. Occupational health and safety performance objectives will be developed as part of our health and safety management system.

<Add specific issues here which affect the organisation e.g. As our work is often conducted via contractors or business partners it is a particular priority for us to ensure that we select only competent contractors/partners and monitor the health and safety standards of their work>.

<Directors> and managers will in particular take all reasonably practicable steps to:

- Eliminate hazards and reduce risks to health and safety wherever we can.
- Provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities.
- Provide information, instruction, training and supervision to enable employees to perform their work safely, including displaying a copy of this policy and explaining the policy to new starters.
- Assess and manage the risks of our work activities, ensuring that safe systems of work are applied to all our activities.
- Ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles and substances.
- Ensure all vehicles and work equipment are suitable for purpose and properly maintained.
- Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated implement suitable control measures.
- Make available all necessary safety devices and protective equipment, and supervise their use.
- Take steps to assess the competence of any contractor we engage and to ensure that information on health and safety matters is exchanged.

- Be prepared for emergencies including fire and medical emergencies, and investigate all incidents of injury or ill health.
- Promote a positive health and safety culture within the organisation, in particular by <directors> and managers. We will consult with employees on health and safety matters, both directly and through safety representatives, and support the participation of employees in improving our management of health and safety matters.
- We will strive to continually improve our management of health and safety.

<Insert Company Name> is committed to ensuring the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of financial resources, employee time, training and advisory support. The <company> appoints a combination of internal and external specialists to provide competent health and safety advice.

- It is the responsibility of <the managing director> to monitor the implementation of this policy and the <company's> overall health and safety performance by receiving regular health and safety reports, commissioning and acting upon the findings of health and safety audits reported to the <Board>. Our monitoring and review arrangements are described in our health and safety management system framework.
- This Health and Safety Policy Statement (and the organisation and arrangements that support it) will be reviewed at least annually or more frequently where there have been significant changes to <the company> or the nature of <the company's> activities.

Signed: _____ Date: _____

Section 2: Organisation

This section of our policy sets out the health and safety responsibilities of the Board and of individuals. It also describes our health and safety management system.

<insert a brief description of your health and safety management system – for example, the 'Plan, Do, Check, Act' model described in HSE's HSG65>

<insert a simple organisational chart showing the respective positions of those responsible for health and safety leadership and management, along with clear lines of responsibility and accountability>

<Provide a brief description of the roles of people in the organisation with respect to health and safety, including allocated responsibilities, and reporting lines. Clearly identify those

with specific managerial or supervisory responsibilities for health and safety. The following content provides some examples. >

The Board

The Board is responsible for:

- Demonstrating leadership on health and safety matters at all times both as a group and as individuals.
- Appointing a 'Health and Safety Director' to oversee fulfilment of the Board's health and safety responsibilities as listed below.
- Revising the health and safety policy at least annually.
- Reviewing health and safety performance at least 6-monthly by receiving reports of the annual health and safety audit and other performance measures.
- Agreeing health and safety targets and objectives for the company and monitoring their implementation.
- Receiving investigation reports of serious untoward incidents/work related ill health and responding effectively to those reports.
- Reviewing the effectiveness of measures to consult with and involve the workforce in health and safety.
- Considering the health and safety implications of introducing new processes, new working practices, new personnel or other significant business change, at the planning stage and taking the action necessary to mitigate any increased risk.
- Ensuring that no significant changes to the business are introduced without dedicating sufficient resources for health and safety purposes and managing the change effectively.
- Ensuring that there are arrangements in place for the Board to receive reports on the impact on health and safety performance following the introduction of significant changes.
- Ensuring that the company has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary.
- Considering health and safety needs when deciding senior management appointments.
- Ensuring board members receive a briefing on health and safety requirements from a competent health and safety advisor, on appointment as a Director.
- Receiving regular update briefings on new and changed legal requirements and other external developments and ensuring that action is initiated to make any necessary internal changes.

The Managing Director

- The Managing Director has final and overall responsibility for health and safety matters within the Company and in particular will:
- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- Allocate adequate resources to implement the Health and Safety Policy.
- Ensure that the Health and Safety content of Board meeting agendas meets the policy requirements detailed above.
- Review this policy at least annually and more frequently where appropriate e.g. as a result of changes within the company, the work activities or legislation and guidance.
- Appoint the company's external Health and Safety Advisor and any other specialist advisors as required.
- Review the health and safety standards and practices of the company on an ongoing basis.
- Investigate serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from the Health and Safety Advisor where necessary and ensuring that statutory reports are made for serious incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Ensure that there is an effective mechanism for consulting with employees on health and safety matters through team meetings.
- Ensure that there are appropriate arrangements for the selection and training of employees, taking into account health and safety competence and attitude requirements.
- Ensure that supervisory staff are aware of the importance of enforcing health and safety rules and leading by example by following the rules themselves.
- Oversee the purchase of equipment and materials to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied.
- Ensure that there are suitable control measures in place for compliance with the Construction (Design and Management) Regulations 2015.
- Instruct <job titles of managers listed in this policy, reporting directly to the MD> in their specific responsibilities and review their success in meeting their obligations both on an ongoing basis and formally during their annual appraisal.

Operations Manager

The Operations Manager assists the Managing Director in the management of <insert details of role>. Their health and safety role is therefore to:

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- Consult with employees on health and safety matters during team meetings.

- Plan the work of staff so as to avoid dangerously excessive working or driving hours and in order to ensure compliance with the Working Time Regulations.
- In the selection of employees, consider the health and safety competence requirements including attitude to health and safety matters and fitness for work.
- Provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals.
- Ensure that staff are only given tasks for which they are competent and that adequate staffing is provided for the safe completion of tasks.
- Ensure employees <and sub-contractors, if applicable> are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce.
- In the purchase of equipment and materials, ensure that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied.
- Ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained.
- Only select construction and maintenance contractors who have demonstrated their competence and resourcing to undertake the work safely and ensure that contractors receive and are requested to provide, adequate information for them to carry out their work safely and without adversely affecting others.
- Work with the Health and Safety Advisor to ensure that risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, manual handling, noise, the use of computers, first aid needs, personal protective equipment, work or work experience involving under 18-year-olds and the needs of new and expectant mothers at work.
- Ensure that risk assessments are acted upon and that the results are shared with employees undertaking those activities.
- Instruct <insert job titles of managers listed in this policy, reporting to the Operations Manager> in their specific responsibilities and review their success in meeting their obligations both on an ongoing basis and formally during their annual appraisal.
- In the absence of the Managing Director take on other aspects of his role as necessary e.g. accident investigation and liaison with the Health and Safety Advisor
- Report to the Managing Director any health and safety concerns which he/she is not able to resolve.

HR Administrator

The HR Administrator has been allocated specific responsibilities to:

- Assist the Operations Manager in providing health and safety induction training for new starters.
- Ensure that employers liability insurance is maintained and that the current certificate is displayed.
- Retain training records for all skills and health and safety training undertaken in the business.
- Carry out an annual check of the original driving licence of all staff that drive on company business and the insurance arrangements for private cars used on company business.
- Ensure that all company vehicles are insured for business use and for those authorised to drive them.
- Maintain arrangements for providing eye and eyesight tests for regular users of display screen equipment and ensure that relevant employees are made aware of these arrangements.
- Ensure that management practices are consistent with statutory requirements in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work.
- In liaison with the Operations Manager ensure that risk assessments are undertaken for work undertaken by new and expectant mothers and that display screen workstations are assessed for new starters and whenever there has been a significant change in a job role or the working environment.
- Report to the Operations Manager any health and safety concerns which he/she is not able to resolve.