

Model health and safety policy

Your health and safety policy statement sets out how you manage health and safety in your organisation. It is a unique document that shows who does what; and when and how they do it. This is an example of a policy statement that you can use, fill in and keep in your setting. However, you do not have to use this format. You are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record. Remember that what you write in your policy has to be put into practice.

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of

.....
(name of organisation)

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed:

.....
(Employer)

Date:

Review date:

Note 1

The employer's name must be inserted here. The employer has overall responsibility for health and safety.

Note 2

If the employer is not always there, the role can be delegated to someone else such as the setting co-ordinator. Overall responsibility still rests with the employer.

Note 3

Functions may be delegated to people within the organisation, either by specific areas within the setting or by topic. You should include their specific responsibilities in their job description.

You must also ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do the job properly.

It is important that responsibilities are clearly set out - this will make sure that if there are any health and safety concerns, they can be reported to the right person, so they can be dealt with.

Note 4

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law. Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

Arrangements

Responsibilities

1 Overall and final responsibility for health and safety is that of:

.....
.....
.....
.....

2 Day-to-day responsibility for ensuring the policy is put into practice is delegated to:

.....
.....

3 To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name:	Responsibility:
.....
.....
.....
.....
.....
.....

4 All employees have to:

- co-operate with managers and co-ordinators on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in his policy statement).

Note

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law (Management of Health and Safety at Work Regulations 1999).

You will find some examples of key areas that you should consider at the end of this policy. You will need to involve a number of different people, including safety representatives and employees to do the risk assessments.

You need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring that assessments are done, and kept up to date.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

Arrangements

Health and safety risks arising from work activities

- Risk assessments will be undertaken by:
- The findings of the risk assessment will be reported to:
- Action required to remove/control risks will be approved by:
- will be responsible for ensuring the action required is implemented.
- will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every
.....
or when the work activity changes, whichever is the soonest.

Note

You will need to ensure that all plant and equipment that requires maintenance (for example electrical equipment) is identified and that the maintenance is done (for example, servicing, regular checks).

It may be worthwhile using a log book to record the maintenance checks.

When buying new or second-hand plant and equipment, you must check it meets health and safety standards before buying it.

Arrangements

Safe plant and equipment

-
will be responsible for identifying all equipment/plant needing maintenance.

-
will be responsible for ensuring effective maintenance procedures are drawn up.

-
will be responsible for ensuring that all identified maintenance is implemented.

- Any problems found with plant/equipment should be reported to:
.....

-
will check that new plant and equipment meets health and safety standards before it is purchased.

Note

You must assess the risks from all substances hazardous to health - The Control of Substances Hazardous to Health Regulations 1999. These are known as your COSHH assessments. You should do assessments on substances you use - for example, paints, cleaning agents, solvents, adhesives and substances generated from work activities, such as dust, fumes, vapour. Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

Arrangements

Safe handling and use of substances

-
will be responsible for identifying all substances which need COSHH assessment.

-
will be responsible for undertaking COSHH assessments.

-
will be responsible for ensuring that all actions identified in the assessments are implemented.

-
will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

-
will check that new substances can be used safely before they are purchased.

- Assessments will be reviewed every:
.....
or when the work activity changes, whichever is soonest.

Note

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster or to provide leaflets telling employees what they need to know about health and safety. You are required to have access to competent advice, either in-house or if not available, external - for example consultants, trade unions.

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people - you need to take account of their inexperience, lack of awareness of risks and immaturity (Management of Health and Safety at Work Regulations 1999).

If your employees go to work for another employer on your behalf, you will need to check that they are given relevant health and safety information for that location by that employer.

Arrangements

Information, instruction and supervision

- The Health and Safety Law poster is displayed at/leaflets are issued by:

- Health and safety advice is available from:

- Supervision of young workers/trainees will be arranged/undertaken/monitored by:

- is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.

Note

Employees must receive health surveillance for certain work (for example, with noise, some chemicals). You can find out more information in HSE's Health Surveillance at Work HSG61 1999. Your COSHH assessments should identify all areas and any type of health surveillance needed.

Providing immediate first aid can prevent minor injuries becoming major ones.

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements.

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area.

You must report certain types of accident and ill health at work (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Arrangements

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs:

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.....

.....

.....

- Health surveillance will be arranged by:

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- Health surveillance records will be kept by/at:

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.....

- The first aid box(es) is/are kept at:

.....

.....

- The appointed person(s)/first aider(s) is/are:

.....

.....

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at:

.....

.....

-

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Note

You must be able to show that you are checking working conditions and systems of work - that you are monitoring health and safety.

You can do this both actively and reactively - before and after something goes wrong.

Actively

You or another appointed person can carry out inspections, have reports submitted to you by others, do spot check visits and safety representative inspections. Trade union safety representatives have the right to carry out inspections and investigate accidents.

Reactively

You can investigate any accidents or sickness absences that occur. Investigating accidents is a useful way of reviewing your safety systems - ask yourself why the accidents really happened and what you can do to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health. When you find out what went wrong - put it right.

Arrangements

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will:

.....

.....

.....

.....

-
is responsible for investigating accidents.

-
is responsible for investigating work-related causes of sickness absences.

-
is responsible for acting on investigation findings to prevent a recurrence.

Note

You must carry out fire risk assessments, in the same way as you do for health and safety assessments.

Your local fire service can tell you your obligations.

For fire escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based.

You need a routine in case of fire or any other emergency evacuation. You should tests your alarms and emergency evacuation procedures regularly.

Arrangements

Emergency procedures - fire and evacuation

-
is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by/every:
.....

- Fire extinguishers are maintained and checked by/every:
.....

- Alarms are tested by/every:
.....

- Emergency evacuation will be tested every:
.....

Some key areas of risk

This is not an exhaustive list. Look around your setting to identify other risk areas.

- Asbestos
- Chemicals
- Confined spaces
- Display screen equipment
- Electricity
- Falling objects
- Fire and explosion
- Machinery (including guarding)
- Manual handling
- Noise
- Pressure systems
- Slips, trips and falls
- Stress
- Substances hazardous to health
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Working alone
- Working environment