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## **HEALTH AND SAFETY POLICY**

This policy document applies to your employment at [*Insert organisation address*], the "Organisation" and all other Organisation sites that you may be asked to work at from time to time.

For any policy to be effective it must be applied throughout the organisation, this policy applies to all staff regardless of position or seniority.

### **1. Policy Statement**

**1.1** It is the Organisation's intention to provide and maintain a healthy and safe working environment for all its employees and for others who work or visit the Organisation's premises. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the Organisation as employer under the Health and Safety at Work etc. Act 1974 and any accompanying regulations.

### **2. Objectives**

**2.1** The Organisation will ensure that management and staff are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.

**2.2** All members of management and staff are expected to co-operate in the carrying out of this policy and the Organisation will encourage full participation of all employees in matters concerning health and safety within the Organisation.

**2.3** The Organisation will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.

**2.4** The Organisation is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.

**2.5** The Organisation also recognises the right of non-smokers to breathe smoke-free air and is conscious of its responsibilities to provide a clean healthy and safe working environment.

### **3. Responsibility for Health and Safety Matters**

**3.1** The overall responsibility for the implementation of this policy in health and safety matters rests with *[Insert manager's name], [Insert manager's position]* who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

**3.2** *[Insert manager's name]* will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

**3.3** The additional responsibilities of *[Insert manager's name]* shall include:

**3.3.1** Updating the Health and Safety Rules for the Staff Manual.

**3.3.2** Ensuring that all new members of staff are aware of this policy and any rules.

**3.3.3** The systematic assessment of all risks to staff, visitors and others using the Organisation's premises.

**3.3.4** Issue all new members of staff with the Health and Safety leaflet as published by the Health and Safety Executive.

**3.3.5** Provide training and re-training where necessary for staff on health and safety matters.

**3.3.6** Ensure that all staff are fully trained to discharge their duties.

**3.3.7** Investigate all accidents.

**3.3.8** Advise managers on safety policies.

**3.3.9** Oversee safety inspections by the Health and Safety Executive and ensure the Organisation's premises comply with the minimum requirements.

**3.3.10** Co-operate with the local Fire Authority and take adequate steps for fire prevention.

**3.3.11** Ensure all staff are made aware of the Safety Regulations in the event of a fire.

**3.3.12** Appoint Fire Officers and ensure all staff are aware of who they are.

**3.3.13** Ensure there are regular drills and that alarm systems are checked on a regular basis.

**3.3.14** Appoint an adequate number of First Aiders and ensure they receive the necessary training to obtain a First Aid Certificate.

**3.3.15** Provide a First Aid box and ensure it is adequately stocked at all times.

**3.3.16** Ensure that all staff are made aware of who the First Aiders are.

**3.3.17** Maintain records of accidents in the Accident Book.

**3.3.18** Carry out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.

**3.3.19** Implement and enforce the Organisation's no smoking policy or designate "smoke-free" areas.

**3.2.20** Implement recommendations of risk assessments identified within the Organisation.

**3.2.21** Where appropriate consult with Trade Union Safety Representatives on all matters relating to health & safety.

**Sample document – the remaining are clause headings only  
Full document contains all clauses**

**4. The Responsibility and Role of Employees**

**5. Emergency Procedures**

**6. Stress in the Workplace**

**7. Date of Implementation**

**8. Questions**

**9. Alteration of these Guidelines**

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