

HEALTH AND SAFETY POLICY

This policy document applies to [organisation address], the "Or sites that you may be asked to

For any policy to be effective in organisation, this policy applies seniority.

1. Policy Statement

1.1 It is the Organisation's intention and safe working environment work or visit the Organisation's that is reasonable and practical and to comply with the duties under the Health and Safety and accompanying regulations.

2. Objectives

2.1 The Organisation will ensure of and accept their individual and of health and safety of themselves

2.2 All members of management in the carrying out of this policy full participation of all employees safety within the Organisation.

2.3 The Organisation will identify situations likely to be hazardous to persons and/or equipment.

2.4 The Organisation is responsible resources for the implementation the objectives identified in this

2.5 The Organisation also records

breathe smoke-free air and is
provide a clean healthy and sa

3. Responsibility for Health

3.1 The overall responsibility for health and safety matters rest *manager's position]* who will be practicable to meet the health policy and in legislation and to its aims set out in this document management.

3.2 *[Insert manager's name]* and protective measures and procedures with the relevant legislation and procedures relating to accidents

3.3 The additional responsibilities include:

3.3.1 Updating the Health and

3.3.2 Ensuring that all new members and any rules.

3.3.3 The systematic assessment of others using the Organisation's

3.3.4 Issue all new members of as published by the Health and

3.3.5 Provide training and re- health and safety matters.

3.3.6 Ensure that all staff are

3.3.7 Investigate all accidents

3.3.8 Advise managers on safe

3.3.9 Oversee safety inspections and ensure the Organisation's

requirements.

3.3.10 Co-operate with the local fire authorities and take the necessary steps for fire prevention.

3.3.11 Ensure all staff are made aware of the correct actions to take in the event of a fire.

3.3.12 Appoint Fire Officers and Fire Wardens who are trained and qualified.

3.3.13 Ensure there are fire extinguishers available and checked on a regular basis.

3.3.14 Appoint an adequate number of fire wardens who receive the necessary training and are qualified.

3.3.15 Provide a First Aid box and ensure it is checked at all times.

3.3.16 Ensure that all staff are aware of the fire evacuation procedures.

3.3.17 Maintain records of accidents and incidents.

3.3.18 Carry out reporting procedures as required by Statute and the Health and Safety Commission and the relevant authorities.

3.3.19 Implement and enforce a no-smoking policy and designate "smoke-free" areas.

3.2.20 Implement recommendations from the Health and Safety Commission within the Organisation.

3.2.21 Where appropriate consult with the Health and Safety Representatives on all matters relating to health and safety.

4. The Responsibility and Role of Management

4.1 Whilst the duty to ensure the health and safety of staff remains with the Organisation, all staff are expected to take care of their own health and safety and that of their colleagues.

employees and visitors under the supervision of staff members of staff are expected to report any incidents involving injury which should be reported to the manager/supervisor or *[Insert name]*

4.2 Every member of staff must adhere to the governing health and safety regulations and ensure the following:

1. Report any faulty or hazardous equipment.
2. Do not attempt to repair faulty equipment.
3. Switch off electrical equipment when not in use.
4. Report all accidents involving staff or *[Insert manager's name]*.
5. Keep all emergency exits, stairs and corridors clear.
6. Observe all rules and procedures during an emergency.
7. Ensure the kitchen areas are clean and tidy.

5. Emergency Procedures

5.1 In the event of an emergency, all employees are to follow the procedures below:

1. On the sounding of a fire alarm, leave the building immediately by the nearest exit.
2. Do not risk your personal safety to retrieve belongings.
3. Meet at the designated meeting point in the department.
4. Stay together and seek out the fire warden to give further instructions.

5. Do not re-enter the building and you have been advised that

6. Stress in the Workplace

6.1 The Organisation recognises and will seek to alleviate any excessive pressures which might cause them to suffer a negative effect on their health. This does not include the pressures associated with a job which are managed appropriately.

6.2 The Organisation will carry out measures to identify, control or eliminate the

6.3 The Organisation will regularly review workloads and will include monitoring workload, monitoring overtime, monitoring holidays and entitlement. Ensuring that bullying is prevented within the workplace, ensuring appropriate management and staff and providing support by either referral to workplace

6.4 The Organisation will provide training for supervising staff in good management practices and indicators.

6.5 In order for the Organisation to meet its obligations, it is expected to do the following:

1. Raise and report issues of concern to the Health and Safety Representative, (where applicable)

2. Inform their human resources representative of any concerns relating to excessive pressures in the workplace.

3. Inform their human resources representative of any work-related illness associated either directly or indirectly with the workplace, (e.g. bereavement, etc.)

4. Accept opportunities for counselling or support

7. Date of Implementation

This policy is effective from *[Insert date]*
actions that occurred prior to t

8. Questions

If you have any questions regard
applies to you please consult *[Insert name]*
telephone number, *[Insert direct*

9. Alteration of these Guidelines

These guidelines will be subject
alterations will be communicat

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EXAMPLE DOCUMENT

HEALTH AND SAFETY POLICY

This policy document applies to **Partners, 45 Dover Street, I** all other Organisation sites that time to time.

For any policy to be effective in organisation, this policy applies seniority.

1. Policy Statement

1.1 It is the Organisation's intention and safe working environment work or visit the Organisation's that is reasonable and practical and to comply with the duties under the Health and Safety and accompanying regulations.

2. Objectives

2.1 The Organisation will ensure of and accept their individual and of health and safety of themselves.

2.2 All members of management in the carrying out of this policy full participation of all employees safety within the Organisation.

2.3 The Organisation will identify situations likely to be hazardous to persons and/or equipment.

2.4 The Organisation is responsible resources for the implementation

the objectives identified in this

2.5 The Organisation also recommends that all staff should be able to breathe smoke-free air and is committed to providing a clean, healthy and safe working environment.

3. Responsibility for Health and Safety

3.1 The overall responsibility for health and safety matters rests with the **Managing Director** who will be required to meet the health and safety legislation and to implement a policy as set out in this document under the direction of the **Managing Director**.

3.2 Peter J Thompson will identify and implement protective measures and priorities in accordance with the relevant legislation and procedures relating to accidents and incidents.

3.3 The additional responsibilities are:

3.3.1 Updating the Health and Safety Policy.

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

3.3.3 The systematic assessment of risks to others using the Organisation's Risk Assessment process.

3.3.4 Issue all new members of staff with the Health and Safety Policy as published by the Health and Safety Committee.

3.3.5 Provide training and re-training on health and safety matters.

3.3.6 Ensure that all staff are aware of the Health and Safety Policy.

3.3.7 Investigate all accidents and incidents.

3.3.8 Advise managers on safety matters.

3.3.9 Oversee safety inspections.

and ensure the Organisation's requirements.

3.3.10 Co-operate with the local fire authorities and take the necessary steps for fire prevention.

3.3.11 Ensure all staff are made aware of the correct procedures in the event of a fire.

3.3.12 Appoint Fire Officers and Fire Wardens and ensure they are trained.

3.3.13 Ensure there are fire extinguishers available and checked on a regular basis.

3.3.14 Appoint an adequate number of fire wardens and ensure they receive the necessary training.

3.3.15 Provide a First Aid box and ensure it is checked on all times.

3.3.16 Ensure that all staff are aware of the correct procedures in the event of a fire.

3.3.17 Maintain records of accidents and incidents.

3.3.18 Carry out reporting procedures as required by Statute and the Health and Safety Commission and the relevant authorities.

3.3.19 Implement and enforce a no-smoking policy and designate "smoke-free" areas.

3.2.20 Implement recommendations of the Health and Safety Commission within the Organisation.

3.2.21 Where appropriate consult the Health and Safety Representatives on all matters relating to health and safety.

4. The Responsibility and Role of Management

4.1 Whilst the duty to ensure health and safety matters remains with **Peter J Thompson**, he is expected to take care of the health and safety of all employees and visitors under his control. All members of staff are expected to report any incidents involving injury, which should be reported to the manager/supervisor or **Peter J Thompson**.

4.2 Every member of staff must be aware of the governing health and safety regulations and ensure the following:

- 1.** Report any faulty or hazardous equipment.
- 2.** Do not attempt to repair faulty equipment.
- 3.** Switch off electrical equipment if it is faulty.
- 4.** Report all accidents involving injury to the manager or **Peter J Thompson**.
- 5.** Keep all emergency exits, stairs and fire doors clear.
- 6.** Observe all rules and procedures during an emergency.
- 7.** Ensure the kitchen areas are clean and tidy.

5. Emergency Procedures

5.1 In the event of an emergency, all employees are to follow the procedures outlined below.

- 1.** On the sounding of a fire alarm, all employees must leave the building immediately by way of the nearest exit.
- 2.** Do not risk your personal safety to retrieve your belongings.
- 3.** Meet at the designated meeting point in your department.

4. Stay together and seek out
give further instructions.

5. Do not re-enter the building
and you have been advised that

6. Stress in the Workplace

6.1 The Organisation recognises
alleviate any excessive pressure
which might cause them to suffer
effect on their health. This does
pressures associated with a job
manage appropriately.

6.2 The Organisation will carry
identify, control or eliminate the

6.3 The Organisation will regularly
will include monitoring workload
overtime, monitoring holidays
entitlement. Ensuring that bullying
within the workplace, ensuring
management and staff and provided
by either referral to workplace

6.4 The Organisation will provide
supervising staff in good management
indicators.

6.5 In order for the Organisation
expected to do the following:

1. Raise and report issues of concern
Representative, (where applicable)

2. Inform their human resource
concerns relating to excessive
workplace.

3. Inform their human resource
related illness associated either

workplace, (e.g. bereavement,

4. Accept opportunities for cou

7. Date of Implementation

This policy is effective from **8t**
to any actions that occurred pr

8. Questions

If you have any questions rega
applies to you please consult F
number, **0207 101010101**.

9. Alteration of these Guide

These guidelines will be subjec
alterations will be communicat

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