

Please amend any text or sections as you feel appropriate.
All red lettering needs to be amended and deleted.
For a more personalised appearance, please print on your company letterhead or add your company logo.

HEALTH AND SAFETY POLICY STATEMENT

This is the health and safety policy of **[Insert full business name]**

Part 1: Statement of Intent

Our health and safety policy is (so far as is reasonably practicable) to:

- Prevent accidents in the workplace.
- Prevent any cases of work related ill-health.
- Manage the health and safety risks in our workplace.
- Provide all relevant information, instruction, supervision and training required to enable our employees to be fully competent within their areas of work.
- Liaise with our employees and stakeholders on all health and safety matters.
- Contract all employees to partake in safe working practices and standards.
- Provide and maintain safe plant and work equipment.
- Provide any required Personal Protective Equipment.
- Ensure that all substances are handled, stored and used safely and correctly.
- Maintain safe and healthy working conditions.
- Implement all necessary emergency procedures (including emergency evacuation procedures in the event of fire or other significant incident).
- Review this policy on a regular basis to ensure that all health and safety standards are maintained.

Part 2: Responsibilities for health and safety

Overall responsibility for health and safety is **[Enter the name and job title of the most senior person in the organisation who is responsible for the health and safety within the company. This is usually a director or senior manager].**

The following people have responsibilities within the following areas:

[Enter the names and job roles of any other employees with certain health and safety responsibilities. State the name, job role and responsibility/arrangements in place]

All day-to-day responsibility for monitoring and maintaining this policy, and ensuring that this policy is put into practice is: [Enter the name and job role of the employee (usually a supervisor or manager)]

Part 3: Arrangements for health and safety

[The list below is not exhaustive - you may have additional arrangements or policies and procedures, or equally some of the policies below may not apply to your organisation].

[Amend the list accordingly - and add in or delete specific policies arrangements as appropriate].

- **Accident and relevant investigational Procedures**
- **Communication of policy(ies)**
- **Consultation with employees**
- **COSHH assessment and control measures**
- **Display Screen Equipment (DSE) assessment and provisions**
- **Evacuation & Emergency Procedures.**
- **Exhaustive Risk Assessments**
- **Fire Safety**
- **First aid provisions and accident reporting.**
- **Manual handling and lifting assessment and policy**
- **PPE**
- **Public safety assessment and procedures.**
- **Provision of information to and monitoring of all sub-contractors and external personnel to ensure competency to CDM Regulations.**
- **Training and development of employees**
- **Welfare provisions**
- **Work equipment selection and maintenance**

Signed: _____

Print Name: _____

Job Position: _____

Date: _____

Date for next review: _____