



# Health and Safety Policy



This is the statement of general policy and arrangements for:		<b>[insert Name of organisation]</b>
<b>[insert Name of Employer/Senior manager]</b>		<b>has overall and final responsibility for health and safety</b>
<b>[insert Member of staff]</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace		
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work		
Engage and consult with employees on day-to-day health and safety conditions		
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		

Signed: * (Employer)		Date:	
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You should review your policy if you think it might no longer be valid, e.g. if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at:	(location)
First-aid box is located:	
Accident book is located:	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Adapted from combined risk assessment and policy template published by the Health and Safety Executive 08/14: <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>