

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of (company name) Limited

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees and Associates 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; and
- To review and revise this policy as necessary and at regular intervals.

Signed: your name – Director

Electronic signature required

Date: Aug 2024

Review date: Aug 2025

1. Responsibilities

- 1.1. The overall responsibility for Health and Safety is that of (select a senior Director).
- 1.2. Day to day responsibility for ensuring this policy is put into practice is delegated to the Directors of (company name) Limited.
- 1.3. All employees have to:
- Co-operate with others on Health and Safety matters;
 - Comply with Client health and safety requirements when working from Client sites;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety; and
 - Report all health and safety concerns to an appropriate person within (company name).

2. Health and Safety risks arising from our work activities

- 2.1. Risk assessments will be undertaken by the relevant Director from (company name)
- 2.2. The findings of the risk assessment will be reported to (your name)
- 2.3. Action required to remove/control the risk will be approved by the relevant Director from (company name)
- 2.4. The relevant Director from (company name) will be responsible for ensuring that the action required is implemented
- 2.5. The relevant director from (company name) will check that the implemented actions have removed/reduced the risks
- 2.6. Assessments will be reviewed every month or when the activity changes

As an office-based business our key risks have been identified as follows;

| Hazard Type | Who and how might be harmed | How we control the risk | Any further actions? | Who needs to carry out the action? | When should the measures be in place | Date actioned |
|-----------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------|------------------------------------|--------------------------------------|---------------|
| Slips and trips | All staff and visitors could be harmed by falling | Housekeeping, good lighting, no trailing cables, office familiarisation for all visitors. | No actions identified | All staff and visitors | 2021 | 2021 |
| Manual handling of office equipment and paper | Staff by moving heavy/awkward items | Heavier items such as bulk paper, printers, monitors etc kept at desk height. High | No actions identified | All staff | 2021 | 2021 |

| | | | | | | |
|------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|------|------|
| | | shelves for light items only | | | | |
| DSE | All staff; 1. Posture 2. Glare 3. Eye strain 4. RSI | 1. Adjustable chairs 2. Lighting and blinds 3. Regular breaks and eye test 4. Keyboard, mouse placement | No actions identified | All staff | 2021 | 2021 |
| Fire | All staff and visitors | Nearby fire extinguisher | No actions identified | All staff | 2021 | 2021 |

3. Consultation with employees

There are limited numbers of employees within (company name) (x No).

Consultation with employees is provided by:

- Communication to gain understanding and buy-in from employees to this Health and Safety Policy.
- Safety briefings prior to commencement of any new Task.
- Circulation of any literature that could affect (company name) business in relation to Health and Safety.

4. Safe plant and equipment

(company name) does not operate plant and equipment as part of its business with the exception of general office equipment.

(company name) will ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or second-hand plant and equipment meets health and safety standards before purchased.

- (Your name) will be responsible for identifying all equipment and plant needing maintenance.
- (Your name) or other relevant Director will be responsible for ensuring effective maintenance procedures are drawn up.
- The relevant Director from (company name) will be responsible for ensuring that all identified maintenance procedures are implemented.
- Any problems found with plant/equipment will be reported to the relevant (company name) Director.

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

5. Safe handling and use of substances

(company name) will assess the risks from all substances hazardous to health under the control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)

- (your name) will be responsible for identifying all substances which need a COSHH assessment.
- (your name) or other relevant Directors from (company name) will be responsible for undertaking COSHH assessments.
- The relevant Director from (company name) will be responsible for ensuring that all actions identified in the assessments are implemented.
- (your name) will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The relevant Director from (company name) will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 3 months or when the work activity changes, whichever is the soonest.

Example of a COSHH Assessment Record

| | |
|------------------------------|--------------------------------------------------------|
| Substance Name | Printer Ink |
| Manufacturer/Supplier | XYZ Chemicals, Contact: 123-456-7890 |
| Hazard Classification | Vapor, causes serious eye irritation |
| Usage Details | Used for printing |
| Routes of Exposure | Inhalation, eye contact |
| Control Measures | Wear gloves when replacing cartridges |
| Health Surveillance | Regular eye test |
| Emergency Procedures | First aid kit available |
| Review Date | Last reviewed: 01/07/2024, Next review due: 01/07/2025 |
| Documentation | Email exchange between fellow Directors |

6. Information, instruction and supervision

This Health and Safety Statement is displayed at (company name) office locations

Health and safety advice is available from (your name).

The relevant Director from (company name) is responsible for ensuring that all employees working at locations under the control of other employers are given the relevant health and safety information.

7. Competency for tasks and training

All (company name) employees will be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There will also be job-specific health and safety training where required. Training will be provided if risks change, and refresher training when skills are not frequently used.

- Job-specific training will be provided by the relevant Director from (company name).
- There are no specific jobs requiring special training and if this is ever required it will be procured from a specialist external consultant.
- Training will be identified, arranged and monitored by the relevant Director from (company name).

8. Accidents, first aid and work-related ill health

There is no specialist health surveillance required from the work that (company name) undertakes. This will be monitored and appropriate action taken if this situation changes.

- Health surveillance will be arranged by (your name).
- Health surveillance records will be kept by (your name).
- The first aid box is kept at (company name)'s home offices.
- The appointed person/first aider is (your name).
- All accidents and cases of work related ill health are to be recorded in the accident book which is kept by (your name).
- The relevant Director from (company name) is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or local authority)

9. Monitoring

(company name) will monitor health and safety:

- a) Actively by undertaking spot check visits including locations where employees are working under the control of other employers.
 - b) Reactively, by investigating any accidents or near misses or ill health.
- The relevant Director from (company name) will check working conditions and ensure safe working practice are being followed where employees are working under the control of other employers.
 - The relevant Director from (company name) is responsible for investigating accidents.
 - The relevant Director from (company name) is responsible for investigating work-related causes of sickness absences.
 - The relevant Director from (company name) is responsible for acting on investigation findings to prevent a re-occurrence.

10. Emergency procedures – fire and evacuation

- Directors are responsible for ensuring that the fire risk assessment is undertaken and implemented,
- Escape routes as checked by the relevant Director from (company name) every month.
- Fire extinguishers are maintained by the relevant Director from (company name) and checked every 3 months.
- Alarms are tested by the relevant Director from (company name) and tested every 3 months.
- Emergency evacuation will be tested every 6 months.
- (company name) complies with other employer's processes and procedures where (company name) employees are working under the control of another employer.