

	<<any Name>> Safety Policy Date>>
--	--

1. Introduction

- 1.1 <<Ins>> ("the Company") recognises and accepts its responsibility for the Health and Safety at Work etc. Act 1974 including the responsibilities of the Company and its employees.
- 1.1.1 To provide a safe and healthy place of work
- 1.1.2 To provide information, instruction, training and supervision
- 1.1.3 To provide plant and equipment and safe systems of work
- 1.1.4 To protect employees and from the places of work
- 1.1.5 To protect employees from work related ill health

2. General Health and Safety

- 2.1 The responsibility for health and safety lies with the <<Managing Director>>, <<Name>>. <<Name/Role>> has day to day responsibility for health and safety.
- 2.2 The Company is committed to complying with the requirements of the Health and Safety at Work Regulations 1999, the Work at Height Regulations 2002, Provision and Use of Work Equipment Regulations 1998, Lifting Operations & Lifting Equipment Regulations 1998, Manual Handling Operations Regulations 1992 and all other relevant legislation applicable to the Company's work activities.
- 2.3 The Company ensures that appropriate risk assessments are carried out on all activities and that by the Company in order to identify any hazards, and control measures are implemented to prevent any injury or ill health occurrences arising.
- 2.4 The Company aims to maintain excellence in health and safety matters and all employees and others are encouraged to co-operate with the Company, to identify hazards and reduce the risk which may arise and to report any condition which may appear dangerous. The Company will at all times consult with the employees on health and safety matters.
- 2.5 The Company will, so far as reasonably practicable, ensure that the necessary financial resources to meet these objectives.
- 2.6 Copies of this Policy are available to all Company employees and other interested parties.

3. Directors'/Partners' Responsibilities

- 3.1 The Directors/Partners have at least a basic knowledge and understanding of the Health and Safety at Work etc. Act 1974 and its associated Regulations

- and / or the relevant Service.
- 3.2 It will ensure that all the Directors/Partners to keep all employees advised of any changes in respect of health and safety matters.
- 3.3 In order to ensure the safety and health of employees and any others affected by the work, the Directors/Partners will:
- 3.3.1 ensure that all employees are aware of the hazards associated with the type of work they are involved with and with the precautions which need to be taken to avoid or control those risks.
- 3.3.2 ensure that all employees are aware of the procedures to deal with any emergencies.
- 3.3.3 ensure that all employees are assigned a named and competent person to assist them in their health and safety duties. XXXXX (from the list of persons) has been appointed as that person.
- 3.3.4 ensure that all employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure that the necessary facilities are made available for this purpose.
- 3.3.5 ensure that all employees are aware of the procedures to be followed when assessments are carried out on all hazardous activities.
- 3.3.6 ensure that all employees are aware of the annual review of the Health and Safety Policy and the results of the review to all employees and others working on behalf of the Company.
- 3.3.7 ensure that all employees carry out the health and safety duties assigned to them.
- 3.3.8 ensure that the performance of the Company is monitored and take corrective action to identified deficiencies.
- 3.3.9 ensure that adequate provision is made for welfare facilities and that the necessary provisions are made.
- 3.3.10 ensure that all employees are aware of the tools and equipment are supplied and ensure all employees are aware of the need to use them.
- 3.3.11 ensure that all employees are aware of the necessary PPE is provided to employees, and that they are aware of its use.
4. **Designated Person's Duties:**
- 4.1 To ensure that all Directors/Partners, Supervisors and Staff are aware of their Health and Safety responsibilities.
- 4.2 To ensure that all employees are aware of any changes, developments, and amendments to the policy and procedures as necessary.
- 4.3 To ensure that all employees are aware of the Safety Executive of all notifiable accidents. Investigate all accidents and occurrences and recommend means of preventing recurrence.
- 4.4 To ensure that all employees are aware of the need for all employees.
- 4.5 <<To ensure that all employees are aware of the training Matrix for all staff>>
- 4.6 To ensure that all employees are aware of the procedures (including where appropriate, COSHH, Noise, and other relevant regulations) to be carried out as needed.
- 4.7 To ensure that all employees are aware of the need for the necessary PPE is provided to employees, and that they are aware of its use.

4.8 To promote a responsible attitude towards Health and Safety matters in any.

This policy will be reviewed or when there is a change in circumstances, in work practice or new legislation.

Name:

Position:

Date:

Signature:

S

A

M

P

L

E