

## 1. Introduction

- 1.1 <<Insert Company Name>> recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:
  - 1.1.1 provide and maintain a safe and healthy place of work
  - 1.1.2 provide adequate information, training and supervision
  - 1.1.3 provide and maintain safe systems of work
  - 1.1.4 ensure safe working conditions in all places of work
  - 1.1.5 work to prevent work related ill health

## 2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the <<Managing Director/Senior Partner Name>>. <<Insert Name and Role of person with day to day responsibility for managing health and safety>> has day to day responsibility
- 2.2 The Management and the Company are committed to achieving the highest standards of health and safety throughout the Company
- 2.3 The Management and the Company are committed to complying with the requirements of the Health and Safety at Work Regulations 1999 and other relevant legislation in all work activities.
- 2.4 The Management and the Company will carry out regular assessments of all areas of work activities to identify hazards and work to prevent instances of dangerous occurrences arising.
- 2.5 The Management and the Company will ensure that the work done by the Company does not compromise the health and safety of any contractors or members of the public
- 2.6 The Management and the Company will provide safe and healthy working conditions and adequate information for all employees.
- 2.7 The Company will encourage participation in health and safety matters and in this respect, all employees are encouraged to co-operate with the management in identifying hazards and reduce the risk. All employees are encouraged to report any condition which may appear dangerous or unsafe. The Company will at all times consult with the employees
- 2.8 The Senior Management and the Company will, where reasonably practicable, ensure that the resources to meet these objectives.
- 2.9 Copies of this policy will be made available to all Company employees and other interested parties.

3. <<Directors' / Partners'>>

- 3.1 The <<Directors/Partners>> shall have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Codes of Practice.
- 3.2 It will be the responsibility of <<Directors/Partners>> to keep all employees advised in respect of health and safety matters.
- 3.3 In order to protect the health and safety of the Company's employees and others affected by the Company's operations, <<Directors/Partners>> will:
- 3.3.1 Take reasonable steps to protect themselves with the hazards and risks associated with the Company and with the precautions which need to be taken to control those risks.
- 3.3.2 Establish procedures for dealing with emergencies.
- 3.3.3 Appoint a competent person to assist them in carrying out their duties.
- 3.3.4 Ensure that they receive sufficient training and information so that they can carry out their duties safely and competently. Ensure that adequate funding is available for this purpose. Before entrusting work to any person, take into account their capabilities and ensure that suitable Risk Assessment is carried out for any hazardous activity.
- 3.3.5 Initiate the development of the Health and Safety Policy and ensure its implementation to all employees and others working on behalf of the Company.
- 3.3.6 Ensure that the health and safety responsibilities are clearly defined and carried out.
- 3.3.7 Ensure the Company is monitored and take action to remedy any deficiencies.
- 3.3.8 Ensure that adequate welfare facilities are provided for welfare facilities and that they are maintained.
- 3.3.9 Ensure that adequate first aid facilities are provided to employees, and that instruction is given to all staff.

4. Designated Health & Safety

- 4.1 To ensure that all the Company's Partners, Supervisors and Staff are aware of their individual responsibilities.
- 4.2 To initiate and/or recommend developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Committee of all notifiable accidents. Investigate any accidents, incidents and occurrences and recommend means of preventing re-occurrence.
- 4.4 To arrange appropriate training for all employees.
- 4.5 To create and maintain a safe working environment for all staff.

- 4.6 To ensure that Risk Assessment is carried out where appropriate, COSHH, Noise, Manual Handling, etc. as needed.
- 4.7 To ensure follow up of any findings.
- 4.8 To promote an international attitude towards Health and Safety matters throughout the company.

This policy will be reviewed annually or if there is a change in circumstances, in work practices or the introduction of new equipment.

**Name:** <<Insert Full Name>>

**Position:** <<Insert Position>>

**Date:** <<Date>>

**Signature:**

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