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Health and Safety Policy

<<Date>>

1. Introduction

- 1.1 <<Ins Name>> ("the Business") recognises and accepts its responsibility for the health and safety of its employees and the public in accordance with the Health and Safety at Work etc. Act 1974 including the following:
 - 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 safe plant and equipment and safe systems of work.
 - 1.1.4 To protect employees and the public from the places of work.
 - 1.1.5 To protect employees from work related ill health.

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2. General Health and Safety

- 2.1 The responsibility for health and safety lies with the << Managing Director>>, <<Name>>.
- 2.2 <<Name>> has day to day responsibility for managing health and safety activities.
- 2.3 The <<Name>> is committed to complying with the requirements of the Health and Safety at Work Regulations 1999, the Manual Handling Operations Regulations 1992, Working Time Regulations 1998 and all other Regulations that apply to the running of a company.
- 2.4 The <<Name>> will ensure that assessments of all potentially hazardous activities such as lifting or manoeuvring boxes or packages are carried out to minimise the hazards and will ensure procedures are in place to prevent any injuries.
- 2.5 The <<Name>> will work with all direct staff/contractors in all safety matters. All direct staff/contractors will be required to report any situation which may appear hazardous to the <<Name>> factory.
- 2.6 The <<Name>> will, as far as reasonably practicable, ensure that the necessary financial resources are available to meet these objectives.
- 2.7 Copies of this policy will be available to all Business employees and other interested parties.

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3. Director's/Proprietor's/Partners' Duties:

- 3.1 The <<Name>> Partners will 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 all the Directors/Proprietor(s)/Partners to keep all employees and contractors informed of their responsibilities in respect of health and safety matters.

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- 3.3 In order to ensure the safety and health of employees and others, the Directors will:
 - 3.3.1 ensure that all employees are required to familiarise themselves with the hazards and risks of running a courier distribution business and with the measures to be taken to eliminate or control those risks.
 - 3.3.2 ensure that all employees are trained to deal with any emergencies.
 - 3.3.3 ensure that a trained and competent person to assist them in their health and safety duties. XXXXX (from the list of directors) has been appointed as that person.
 - 3.3.4 ensure that all employees receive sufficient training and information so that they can perform their duties safely and competently. Ensure adequate resources are available for this purpose. Before entrusting work to any employee, take into account their capabilities as regards health and safety. Ensure that suitable Risk Assessments are carried out for all activities.
 - 3.3.5 ensure that an annual review of the Health and Safety Policy and procedures is carried out to all employees and others working on behalf of the Company.
 - 3.3.6 ensure that all employees carry out the health and safety responsibilities assigned to them.
 - 3.3.7 ensure that the performance of the Company is monitored and that any identified deficiencies are corrected.
 - 3.3.8 ensure that adequate provision is made for welfare facilities and that appropriate decisions are made.
 - 3.3.9 ensure that necessary PPE is provided to employees, and that it is used.

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

Name: _____ >

Position: _____

Date: _____

Signature: _____