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1. Introduction

- 1.1 <<Insert Shop 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 safe working conditions for all staff, ensure that staff are free from hazards to staff, and that delivery persons are not exposed to any hazards.
  - 1.1.2 provide adequate training and supervision for all staff to ensure that they can respond quickly and safely in an emergency situation.
  - 1.1.3 ensure there is adequate information for customers.
  - 1.1.4 provide and maintain safe access to the premises as needed to ensure that the business activities are carried out with no risk of injury to either staff or customers.
  - 1.1.5 ensure a Fire Risk Assessment is carried out by a competent person and that adequate fire prevention measures are installed.
  - 1.1.6 [<<ensure provision of safe access between the shop and living quarters based on the needs of the staff>>]

2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with <<Name of Owner/Manager >>
- 2.2 The <<Owner/Manager>> is also committed to complying with the Health & Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992, the Fire Safety Order 2005, Food Hygiene and Environmental Protection Regulations, and all other Regulations that apply to the running of the business.
- 2.3 The <<Owner/Manager>> will ensure that any activities that could be potentially hazardous to staff or customers such as taking deliveries or accessing high levels are assessed and suitable controls are put in place.
- 2.4 Through regular checks the <<Owner/Manager>> will ensure that all areas are free from hazards, and that all fire escape routes are displayed and clear at all times. All staff will be required to co-operate with the <<Owner/Manager>> on safety matters and to report any unsafe conditions or equipment that is unsatisfactory.
- 2.5 The <<Owner/Manager>> will, where reasonably practicable, ensure that adequate resources are provided to meet these objectives.
- 2.6 Copies of this policy will be provided to all Company employees and other interested parties.

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3. <<Owner/Manager>> Duties

- 3.1 The <<Owner/Manager>> must have at least basic knowledge and understanding of the relevant legislation, such as the Health and Safety at Work etc. Act 1974 and the relevant Regulations that apply to the business.
- 3.2 It will be the responsibility of the <<Owner/Manager>> to keep all employees advised in respect of health and safety matters.
- 3.3 In order to protect the health and safety of staff, customers and others, the <<Owner/Manager>> must:
  - 3.3.1 Take reasonable steps to protect themselves with the hazards and risks associated with the business, such as the petrol pump, the garage and the oil shop 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 all staff receive sufficient training and information so that they can carry out their duties safely and competently. Ensure that adequate funds are available for this purpose. Before entrusting work to any staff, 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 it is implemented by all employees.
  - 3.3.6 Ensure that the <<Owner/Manager>> carry out the health and safety responsibilities of the <<Owner/Manager>>.
  - 3.3.7 Ensure the <<Owner/Manager>> ensure the Business is monitored and take action to remedy any deficiencies.
  - 3.3.8 Ensure that the <<Owner/Manager>> ensure that a system is in place to provide adequate information to staff, customers and others.
  - 3.3.9 Where relevant, ensure that appropriate Personal Protective Equipment (PPE) is provided to employees, and that, where needed, instruction is given on its use.

4. Designated Health & Safety

- 4.1 To ensure that the <<Owner/Manager>> and Supervisors and Staff are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate and/or review the Health and Safety Policy, developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents and incidents, occurrences and recommend means of preventing re-occurrence.
- 4.4 To arrange appropriate training for staff.
- 4.5 [To create and maintain a Health and Safety file for all staff].

4.6 To ensure that Risk Assessment is carried out as needed.

4.7 To ensure follow up

4.8 To promote an improved attitude towards Health and Safety matters throughout

This policy will be reviewed 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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