

Health and safety policy statement

Health and safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

sandifordesign

(name of company)

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 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 at regular intervals.

Signed

Kent Sandiford

(Employer)

01.2009

Date

01.2010

Review date

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Responsibilities

As the employer you have overall responsibility for health and safety (Box 1). You can delegate responsibility for day-to-day tasks to someone else, eg a manager or supervisor (Box 2). Make sure they keep you informed about health and safety matters: they are still your overall responsibility. You can delegate specific tasks to individuals in your organisation, by workplace area or by topic (Box 3). Responsibilities should be clearly set so that if there are any health and safety concerns, they can be reported to the right person.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

1 Overall and final responsibility for health and safety is that of

Kent Sandiford

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Safety officer

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name

Responsibility

Safety officer

All areas

4 All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- 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 (as detailed in this policy statement).

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Health and safety risks arising from our work activities

Write down your arrangements for doing your risk assessment here.

- Risk assessments will be undertaken by

Safety officer

- The findings of the risk assessments will be reported to

Management

- Action required to remove/control risks will be approved by

Management

- Management

will be responsible for ensuring the action required is implemented.

- Management

will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every

6 months

or when the work activity changes, whichever is soonest.

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Consultation with employees

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

- Employee representative(s) are

TBC

- Consultation with employees is provided by

Safety officer

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Safe plant and equipment

You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before you buy it.

- **Safety officer**
will be responsible for identifying all equipment/plant needing maintenance.
- **Safety officer**
will be responsible for ensuring effective maintenance procedures are drawn up.
- **Management**
will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to
Safety officer
- **Safety officer**
will check that new plant and equipment meets health and safety standards before it is purchased.

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Safe handling and use of substances

You must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.

■ **Safety officer**

will be responsible for identifying all substances which need a COSHH assessment.

■ **Safety officer**

will be responsible for undertaking COSHH assessments.

■ **Management**

will be responsible for ensuring that all actions identified in the assessments are implemented.

■ **Safety officer**

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

■ **Safety officer**

will check that new substances can be used safely before they are purchased.

■ Assessments will be reviewed every

6 Months

or when the work activity changes, whichever is soonest.

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Information, instruction and supervision

Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

- The Health and Safety Law poster is displayed at/leaflets are issued by

Management

- Health and safety advice is available from

Safety officer

- Supervision of young workers/trainees will be arranged/undertaken/monitored by

Safety officer

- Safety officer

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Competency for tasks and training

All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job-specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

- Induction training will be provided for all employees by

Management

- Job-specific training will be provided by

Management

- Specific jobs requiring special training are

Management

- Training records are kept at/by

Management

- Training will be identified, arranged and monitored by

Management

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Accidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first-aid arrangements here.

- Health surveillance is required for employees doing the following jobs

Using spray glue and knives

- Health surveillance will be arranged by

Management

- Health surveillance records will be kept by/at

Office

- The first-aid box(es) is/are kept at

Kitchen

- The appointed person(s)/first aider(s) is/are

Kent Sandiford

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

Office

- Safety officer

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Monitoring

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, eg by doing spot check visits, or reactively, eg by investigating any accidents or ill health. Record your procedures here.

- To check our working conditions, and ensure our safe working practices are being followed, we will

Monitor on a daily basis and report when needed

- **Safety officer**

is responsible for investigating accidents.

- **Management**

is responsible for investigating work-related causes of sickness absences.

- **Kent Sandiford**

is responsible for acting on investigation findings to prevent a recurrence.

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Emergency procedures – fire and evacuation

Record your emergency procedures, how often they are checked and who by.



Management

is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by/every

Safety officer

- Fire extinguishers are maintained and checked by/every

6 months

- Alarms are tested by/every

1 month

- Emergency evacuation will be tested every

1 month

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com