

Health & Safety Template – based on recommendations from the HSE

This is the Health & Safety Policy for *Name of Organisation*.

Within our organisation the overall responsibility lies with *Name of Employee* and their job role is *job title*.

All Risk Assessments and other related documents can be found here:
url link and location of paper files.

Organisation name recommends all new employees of the organisation familiarize themselves with the following risk assessments if appropriate:

List here any specific Risk Assessments in existence that will help the employee in their day-to-day work – such as operating particular equipment if the employee will be working in a technical department.

Please raise any Health & Safety query or concern with the person named above or your line manager who will advise you of the appropriate action to take.

***Organisation Name* Health & Safety Statement**

We aim to:

1. Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
 - a. Responsible Person/people:
 - i. *Insert name*
 - b. Actions and arrangements in place:
 - i. *Insert*

2. Provide adequate training to ensure employees are competent to do their work
 - a. Responsible Person/people:
 - i. *Insert name*
 - b. Actions and arrangements in place:
 - i. *Insert*

3. Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
 - a. Responsible Person/people:
 - i. *Insert name*
 - b. Actions and arrangements in place:
 - i. *Insert*

4. Implement emergency procedures - evacuation in case of fire or other significant incident.
 - a. Responsible Person/people:
 - i. *Insert name*
 - b. Actions and arrangements in place:
 - i. *Insert*

5. Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances
 - a. Responsible Person/people:
 - i. *Insert name*
 - b. Actions and arrangements in place:
 - i. *Insert*

6. Our Health & Safety Law poster is displayed *state location*

7. First Aid Box(es) and Accident Book are located *state/list location(s)*

8. Our Health & Safety Policy is monitored and updated on an ongoing basis by *name of employee*, and reviewed by *authoritative group eg SMT or Board* on a *timeframe e.g. monthly, quarterly, annually* basis.

If this is to be used as your organisation's main Health & Safety Policy then the sign and review box below should be completed. If this is a easy to access policy for induction and training purposes please state below the location of the full signed policy here.

Signed:	Date:	Next Review:
Signed:	Date:	Next Review:
Signed:	Date:	Next Review: