

Health and Safety Policy

Why do I need a Health and Safety Policy

The simple answer is because it's the law! All organisations with five or more employees **MUST** have a **written** Health and Safety Policy, this is a legal requirement under the Health and Safety at Work etc Act 1974. Company directors (Partners, Proprietors and Senior Managers etc) are responsible for ensuring that the safety policy is prepared, regularly revised and is relevant to the organisation. A further misconception is that organisations with less than 5 employees do not require a health and safety policy, or risk assessments. This is **NOT** true, organisations with less than 5 employees are still required to have a safety policy and carry out risk assessments, the difference is that it does not have to be written, though it is strongly advised that a written record is always maintained.

Essentially, a Health and Safety Policy should consist of three parts, as follows:

1. General Statement of Intent or the Policy Statement

This should outline in broad terms the organisation's overall philosophy in relation to the management of health and safety, including reference to the broad responsibilities of both management and workforce. Ideally this should not be more than 1 or 2 pages.

2. Organisation

The Organisation section of the Health and Safety Policy Manual should outline the management structure in terms of health and safety. The content should consider:

- Who is responsible for specific safety related tasks and duties
- The roles and responsibilities of different grades of employee, including contractors and suppliers etc.
- How the Health and Safety Policy is to be implemented
- How the Health and Safety Policy is to be monitored?

Other organisational features should include:

- details of specific safety responsibilities;
- the role and function of safety committee(s);
- the role and function of safety representatives;
- and a management chart/structure clearly showing the lines of responsibility and accountability in terms of health and safety management.



Details of the competent person(s) who are to assist with compliance with health and safety requirements should also be included in the Health and Safety Policy as required by the Management of Health and Safety at Work Regulations 1999.

3. Health and Safety Arrangement & Procedures

The final part of the Health and Safety Policy should deal with the practical arrangements by which the policy will be effectively implemented. These should include issues such as:

- Health and Safety training;
- Safe systems of work;
- Environmental control;
- Machine/area guarding;
- Housekeeping & site tidiness;
- Safe use of plant and equipment;
- Noise and vibration control;
- Radiation safety;
- Dust control;
- Asbestos;
- Work at height;
- Lone working;
- Electrical safety & testing;
- Manual handling;
- Hazardous substances;
- Fire safety and prevention;
- Accident procedures and investigation
- Welfare arrangements;
- Maintenance of records;
- PPE use, issue and inspection;
- Emergency procedures;
- Workplace inspections & monitoring;
- **Plus many more topics!**

All organisations with 5 or more employees are legally obliged to have a comprehensive health and safety policy. In order to ensure that all of the above issues are addressed in sufficient detail, it is likely that your Health and Safety Policy document will be more than 100 pages long, and this excludes any extra sections that you may need in respect of your particular business practices.

How can Safety Services Direct Ltd Help?

Safety Services Direct Ltd can assist you by preparing your Health and Safety Policy and Procedures Manual; or by providing you with the software tools that enable you to quickly and efficiently compile your own health and safety policy. All of our Health and Safety Policy and Procedure Manuals are written for specific industries, we do not advocate the system of one standard Health and Safety Policy being suitable for any industry/working environment. Our Health and Safety Policy and Procedures Manuals are also written by Chartered Health and Safety Consultants - they are not computer generated.

By using Safety Services Direct Ltd you can be sure of a professional competent service as we are governed by a professional institution, in the same way that doctors and lawyers are, however, not all safety consultants are governed in this way or will have the qualifications or experience that Safety Services Direct Ltd can offer. You should therefore always check the competence of those providing you with Health and Safety Support and Assistance.

For more information or to purchase a Health and Safety Policy, call us today on:

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