



HEALTH AND SAFETY POLICY

For those organizations with 5 or more employees The Health and Safety at Work Act 1974 requires you to have a written **Health and Safety Policy**.

A wise business owner would be prudent to have some form of Policy, even if they are under that magical number of 5, just in case the unthinkable happens. All Health and Safety Policies should be a bespoke document that is relevant to your business activities and yours alone!

The Health and Safety Policy is normally broken down into 3 sections and these are:-

Part 1 - Health and Safety Statement of Intent.

This is a simple but very important statement of how you intend to protect your employees, visitors, etc during the course of their work or whilst on your premises. This statement is then signed by the Managing Director or a senior Director. It has to be reviewed on a yearly basis.

Part 2 - Organizational Chart and defined Health and Safety Roles and Responsibilities.

This section does get quite involved as it states the role for each level of your workforce, from directors downwards, and what their responsibility are for health and safety within the organization. It will also include a schematic drawing showing the hierarchy chain of responsibility for health and safety within the company.

Part 3 - Outline Arrangements for Health and Safety

Again this section can get quite involved as it will include a number of sub-sections outline the basic arrangements for an array of topics such as:-

- Accident reporting
- Control of Contractors
- Control of Substances Hazardous to Health
- Display screens (computers)
- Electricity including PAT Testing
- Expectant and new Mums
- Fire and Emergencies
- First aid
- Inspections and audits
- Manual Handling
- Noise
- Personal Protective Equipment
- Premises safety
- Risk Assessments
- Safety advice
- Smoke-free workplace
- Training
- Visitors
- Welfare
- Work equipment
- Young persons

These subjects will ultimately be expanded on within the Operational Safety Procedures.

We are able to write this document for you but we will need your co-operation in providing important information so that we can ensure that the Policy is complete and bespoke to your company.

We will, of course, provide any training to ensure all your employees understand their particular responsibilities thus planting the seed for a good health and safety culture.

The Health and Safety Policy is then backed up by your Operational Safety Procedures.

If you require further information on how CSATS Health and Safety Consultants can help you in meeting your health and safety requirements please contact us on 07785 580376 or consultancy@csats.co.uk

CSATS Ensuring Safety @ Work