

# Example health and safety policy

## Setting the scene

Daly Response Alarm Systems supply and install intruder alarms to residential and business premises. Manager and founder John Daly employs a total of 22 staff, consisting of a manager, a receptionist, three customer service advisors, four sales representatives, two accounts assistants, a head engineer and ten site engineers.

The office is open 9.00am to 5.30pm Monday to Friday and 9.00am to 12.00pm on a Saturday morning. Cleaning is shared by the office-based staff on a rota basis.

John Daly prepared his own health and safety policy statement using the template found on the Small Business Advisory Service section of the HSENI website.

John then thought about what things should be documented and built into his health and safety policy, such as remote working, personal protective equipment, staff consultation, training etc. He decided that he and his assistant manager would be the most competent (experienced and capable) people to take responsibility for health and safety issues.

John presented the policy statement at a staff meeting and decided to review and update the policy every year or straight away if there are any many changes in the workplace.

# Health and safety policy

## Part 1: Statement of intent

### Health and Safety at Work (NI) Order 1978

This is the health and safety policy statement of

**Daly Response Alarm Systems**

(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

Print

*John Daly*

**John Daly**

(employer)

**17 December 2015**

Date

**17 December 2016**

Review date

## Part 2: Responsibilities

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

**John Daly - manager**

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

**Paul Phillips - assistant manager**

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

Name	Responsibility
John Daly & Paul Phillips	Risk assessments
John Daly & Paul Phillips	Consulting with employees
Paul Phillips	Maintaining equipment
Paul Phillips	Information, instruction and supervision
Paul Phillips	Training
John Daly & Paul Phillips	Accidents, first-aid and work-related ill-health
John Daly	Monitoring, accident and ill-health investigation
John Daly	Emergency procedures -
John Daly	fire and evacuation

4. All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not to 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)

## Risk assessments

Risk assessments will be undertaken by

**Paul Phillips - assistant manager**

The findings of the risk assessments will be reported to

**John Daly - manager**

Action required to remove/control risks will be approved by

**John Daly - manager**

**Paul Phillips - assistant manager**

will be responsible for ensuring the action required is implemented

**John Daly - manager**

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

Assessments will be reviewed every

**12 months**

or when the work activity changes, whichever is sooner

## Part 3: Arrangements

### Consultation with employees

Employee representative(s) are

**No union representatives**

Consultation with employees is provided by

**Julie Fletcher - customer service provider**

**John Warwick - site engineer**

**Ed Matchett - sales representative**

## Safe plant and equipment

### **Paul Phillips - assistant manager**

will be responsible for identifying all equipment/plant needing maintenance

### **Paul Phillips - assistant manager**

will be responsible for ensuring effective maintenance procedures are drawn up

### **Paul Phillips - assistant manager**

will be responsible for ensuring that all identified maintenance is implemented

Any problems with plant/equipment should be reported to

### **Paul Phillips - assistant manager**

### **Paul Phillips - assistant manager**

will check that new plant and equipment meets health and safety standards before it is purchased

## Safe handling and use of substances

**Not applicable**

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

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will be responsible for undertaking COSHH assessments

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

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

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

Assessments will be reviewed every

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or when the work activity changes, whichever is sooner

## Information, instruction and supervision

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

**Kitchen / Paul Phillips - assistant manager**

Health and safety advice is available from

**Paul Phillips - assistant manager**

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

**Paul Phillips - assistant manager**

**Paul Phillips - assistant manager**

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



## Competency for tasks and training

Induction training will be provided for all employees by

**Paul Phillips - assistant manager**

Job specific training will be provided by

**Paul Phillips - assistant manager**

Specific jobs requiring specific training are

**Working at height**  
**Electrical safety**  
**Asbestos awareness**  
**First aid at work**  
**Defensive driver training**  
**Personal Protective Equipment (PPE)**

Training records are kept at/by

**Paul Phillips - assistant manager**

Training will be identified, arranged and monitored by

**Paul Phillips - assistant manager**

## Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs

**Not applicable**

Health surveillance will be arranged by

**Not applicable**

Health surveillance records will be kept by/at

**Not applicable**

First aid box(es) is/are kept at

**Kitchen**

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

**Julie Fletcher - customer service adviser**

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

**John Daly - manager's office**

**John Daly - manager**

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

# Monitoring

To check our working conditions, and ensure that our safe working practices are being followed

## **John Daly - manager**

- 1. To carry out spot checks in each area every 3 months.**
- 2. To investigate all workplace accidents and ill health straight away or as soon as possible after the accident or notification of ill health.**

## **John Daly - manager**

is responsible for investigating accidents

## **John Daly - manager**

is responsible for investigating work-related causes of sickness absences

## **John Daly - manager**

is responsible for acting on investigation findings to prevent a recurrence

## Emergency procedures - fire and evacuation

**John Daly - manager**

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

Escape routes are checked by/every

**John Daly - manager / weekly**

Fire extinguishers are checked and maintained by/every

**John Daly - manager / weekly**  
**Fire Company Ltd / annually**

Alarms are tested by/every

**John Daly - manager / weekly**

Emergency evacuation will be tested every

**Six months**