

Health and safety policy template

Part 1: Statement of intent

Health and Safety at Work (NI) Order 1978

This is the health and safety policy statement of

(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

(employer)

Date

Review date

Risk assessments

Risk assessments will be undertaken by

The findings of the risk assessments will be reported to

Action required to remove/control risks will be approved by

will be responsible for ensuring the action required is implemented

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

Assessments will be reviewed every

or when the work activity changes, whichever is sooner

Part 3: Arrangements

Consultation with employees

Employee representative(s) are

Consultation with employees is provided by

Safe plant and equipment

will be responsible for identifying all equipment/plant needing maintenance

will be responsible for ensuring effective maintenance procedures are drawn up

will be responsible for ensuring that all identified maintenance is implemented

Any problems with plant/equipment should be reported to

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

Safe handling and use of substances

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

will be responsible for undertaking COSHH assessments

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

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

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

Assessments will be reviewed every

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

Health and safety advice is available from

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

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

Job specific training will be provided by

Specific jobs requiring specific training are

Training records are kept at/by

Training will be identified, arranged and monitored by

Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs

Health surveillance will be arranged by

Health surveillance records will be kept by/at

First aid box(es) is/are kept at

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

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

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

is responsible for investigating accidents

is responsible for investigating work-related causes of sickness absences

is responsible for acting on investigation findings to prevent a recurrence

Emergency procedures - fire and evacuation

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

Escape routes are checked by/every

Fire extinguishers are checked and maintained by/every

Alarms are tested by/every

Emergency evacuation will be tested every