Health and Safety Policy Template

*Please find below a Health and Safety policy template based on the template from the Health and Safety Executive. This policy is divided into four sections. Part one sets the scene as to your organisation and what it’s aims and mission is. Part two, which is your statement of intent, sets out your intention with regards to health and safety. Part two will provide the details of who is responsible for making sure that policy is followed and the final part deals with details about your provisions for a healthy and safe environment.*

*It is useful to begin each policy that you develop with a small table to highlight what the policy is, who is responsible for its adoption and when it should be reviewed.*

|  |  |
| --- | --- |
| Policy Title |  |
| Responsible Officer |  |
| Signed |  |
| Implementation Date |  |
| Review Date |  |
| Version |  |

Policy Statement

Part 1: Setting the scene

*Describing your environment as it relates to the Health and Safety of the building and the people in it.*

Part 2: Statement of intent

*Setting out your intentions with regards to the health and safety of the people you are responsible for.*

This is the health and safety policy statement of *[insert your organisation’s name].*

We are committed to protecting the health and safety of all staff, volunteers and any other people connected with our organisation.

This policy does not form part of any contract of employment or any other contact for work or services.

We will inform and consult with all staff members about this policy and health and safety matters.

We will ensure that:

* We comply with the relevant legislation concerning health and safety at work.
* We take reasonable and practical steps to safeguard the health, safety and welfare of our staff and volunteers.
* We protect members of the public as far as is reasonably practicable.

*[You may want to add additional information]*

Part 3: Responsibilities for health and safety

*These are all the people that you will need to contact when there is a health and safety concern.*

Overall and final responsibility for health and safety:

[Name, role and contact details]

Day to day responsibility for ensuring this policy is put into practice:

[Name, role and contact details]

To ensure health and safety standards are maintained/Improved, the following people have responsibility in the following areas:

[Name, role and contact details]

Duties of Staff and Volunteers:

* Co-operate with supervisors and managers on health and safety matters.
* Take reasonable care of their own health and safety
* Report all health and safety concerns to an appropriate person (as detailed above).

*[Anything else to add]*

Part 3: Arrangements for health and safety

*Details of evacuation procedures, details of risk assessment documents and concerns as well as significant training needs that should be addressed. You may also want to think about the process for screens and computers, equipment and facilities.*

Risk assessment:

Relevant Risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where conditions change, risk assessments will be reviewed.

Training:

Staff and volunteers will be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. We will ensure that suitable training and relevant arrangements are in place to cover anyone that must work remotely.

Evacuation and Fire Safety:

Staff and volunteers should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment). Our fire safety procedures are displayed at prominent locations.

We will ensure that all staff and volunteers receive adequate training to ensure that they are aware of all procedures which must be followed in the event of a fire. Fire drills will take place at least annually.

All relevant and necessary signage and fire equipment for the protection and safety of staff and volunteers and any other people present on our premises will be displayed clearly and updated. Escape routes will be well signposted. Evacuation plans will be tested and updated as necessary. Fire Safety risk assessment will be kept up to date on a regular basis.