

RISK MANAGEMENT GUIDELINES

Health & Safety Policy (Guide to production of)

Introduction

A well-prepared safety policy statement, clearly setting out an employer's policy on health and safety and the organisation and arrangements for achieving the policy objectives, is not only a legal requirement but also an essential ingredient of a health and safety management system.

The policy document will vary both in content and format for different organisations, but there are basic elements that all management need to address.

The following guidance includes a specimen wording largely based upon the HSE's leaflet "Stating your Business". It is most appropriate for small to medium sized office and manufacturing environments, but it can be adapted for other circumstances.

For a policy to be effective it must reflect an organisation's commitment to health and safety and:

- Address the specific problems of your organisation.
- Be brought to the attention of all employees.
- Be regularly reviewed as circumstances change.

Policy Layout

The example policy is divided into three sections

- | | |
|------------------|--|
| Section 1 | Makes a general commitment based on obligations under the Health and Safety at Work Act 1974. |
| Section 2 | Details the organisation and individual responsibilities. |
| Section 3 | Deals with general arrangements and the arrangements for controlling significant risks present in the undertaking. |

Further Information

Further information on the preparation of a health and safety policy, carrying out risk assessments and controlling workplace risks can be found in the following HSE publications. These can be obtained from *HSE Books, Tel 01787 881165*.

Management of health and safety at work:
Approved Code of Practice, L21

Essentials of Health and Safety at Work

Stating your Business: Guidance on
preparing a Health and Safety Policy
Document for small firms, (free) INDG324

Writing a safety policy: advice for
employees, (free) HSC6

Successful health and safety
management, HS(G)65 (rev 1997)

Five steps to risk assessment, (free)
IND(G)163L

Young people at work - a guide for
employers, HS(G)165

Selecting a health and safety consultant,
IND(G)133L

Check out the HSE website:

www.open.gov.uk/hse/hsehome.htm

Further assistance and information on this or any other risk control can also be obtained by contacting the National Risk Control Unit through your Royal and SunAlliance Regional Centre or through your insurance adviser.

SECTION 1 - GENERAL STATEMENT OF POLICY

Our policy is to prevent accidents and work related ill health occurring to our employees and others who might be affected by our business activities. This will be done by adequately controlling the health and safety risks, which arise from our work activities.

In particular to:

- provide safe and healthy working conditions
- provide and maintain safe equipment and plant
- ensure hazardous substances are used safely
- provide adequate information, training and supervision
- ensure employees are competent to undertake their work safely
- consult with employees on health and safety matters

Details of individual responsibilities and arrangements are in Sections 2 and 3.

This policy will be reviewed yearly and employees advised of any changes.

Signed:.....*Name*.....

.....*Position*.....Director

Date:.....

Review Date.....

6. The following organisations are contracted for or available to give advice:

Name	Address
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Co Doctor

Occupational Nurse

Local HSE Inspector

Safety Consultants/Representatives

Fire Prevention Officer

SECTION 3 ARRANGEMENTS

GENERAL

1. Risk Assessment

Name(s) *Position(s)* is(are) responsible for carrying out risk assessments, recording the findings, ensuring that their results are implemented and for reviewing them every (*insert as applicable*) or when activities change.

Risk assessments, are required under the Management of Health and Safety at Work Regulations 1999 to identify general workplace risks, including fire, and establish whether the controls in place are adequate. They do not need to duplicate other assessments carried out under other specific legislation e.g. COSHH.

2. Consultation

General consultation on health and safety will be dealt with in
..... (*e.g. Safety Committee, Staff Meeting or Works Council*).

The will meet*frequency*.... and be chaired by*name and/or position*..... Membership will be*names/locations*.....

3. Information, Instruction and Supervision

The health and safety Law Poster is displayed at

Copies of the health and safety policy statement and other safety literature are available from.....

Advice on health and safety matters can be obtained from

The supervision of young persons/trainees will be carried out/organised by

Name(s) *Position(s)*

4. Training

Ideally safety training should not normally be given in isolation, but there may be specific aspects which should be detailed e.g.

a. *Name* *Position* will ensure that all new employees are given relevant details of the safety policy organisation and arrangements.

b. Supervisors will ensure training is carried out in local hazards and maintain records of training having been carried out.

6. Fire Safety

- a. The fire alarm will be tested ...*frequency*... by *Name*.
- b. Fire evacuation drills will be held ...*frequency*... (*minimum once per year*).
- c. Fire extinguishers will be located at marked fire points. ...*Name*... will undertake ...*frequency*... inspections to ensure equipment is properly located. Maintenance of the equipment is the responsibility of ...*Name or Company*.
- d. Action to take on discovering a fire to be specified. This is often produced as a separate FIRE ACTION e.g.
 - Raising the alarm
 - Calling fire brigade
 - Action on hearing alarm
- e. Details of precautions for specialist equipment e.g. emergency lighting, sprinklers.

7. Maintenance of Safe Plant and Equipment

Name(s) *Position(s)* is(are) responsible for identifying plant or equipment which needs to be maintained, establishing maintenance programs and ensuring maintenance is carried out.

Equipment such as ladders, electrical appliances, forklift trucks, lifting gear, air receivers, ventilation plant needs to be regularly inspected and serviced.

8. Hazardous Substances

Name(s) *Position(s)* is (are) responsible for carrying out risk assessments of hazardous substances, implementing their findings and reviewing risk assessments when necessary.

9. Permit to work system

Certain work activities such as confined space entry, work at height, work on electrical equipment and hot work (e.g. on site maintenance welding) are so hazardous that they require formal signed and documented procedures to be followed every time they are undertaken. You should identify which activities require such systems to be in place, who is responsible for their issue and sign off.

A permit to work is necessary before carrying out the following activities

.....

Name *Position* is responsible for issuing and signing off permits and monitoring their use.

10. Contractors and Visitors

The scope of this section will vary considerably, but you should consider:

- (a) *How they are logged on/off site.*
- (b) *Who explains any local procedures e.g. permits to work.*
- (c) *Are there contractor rules and if so, do they sign for them?*
- (d) *Who checks that their activities will not put your own employees at risk (e.g. chemicals used, hot work, excavations, mobile plant).*

Specimen General Safety Rules

(Do's and Don'ts)

Do

- Use guards, safety equipment and personal protective equipment provided.
- Report loss of or damage to guards, safety equipment and personal protective equipment so that the defect can be remedied.
- Observe the instructions on the warning notices displayed around the premises.
- Have minor cuts attended to by a first aider.
- Report accidents, breakdowns, defects and “near misses” to your supervisor.
- Switch off machines when not in use.
- Switch off and unplug portable equipment and flexible cables when not in use.
- Keep to gangways and paths.
- Stop and isolate machines (both electrically and Pneumatically/hydraulically) where appropriate before undertaking setting adjustment and maintenance.
- Wash your hands before and after going to the toilet if you work with chemicals, oils, oily components, etc.
- Ensure that supervisors are notified about visitors and that visitors are provided with protective equipment where appropriate.
- Keep areas around machines, gangways, steps and stairs, etc clear and unobstructed.
- Familiarise yourself with the positions of the Fire Exits and Fire Extinguishers.
- Keep Fire Exits clear.

Do Not

- Wear loose clothing and/or jewelry when operating machines.
- Attempt to carry out work or operate machines and equipment you are not competent with or authorised to use.
- Take short cuts and chances.
- Run in the work place.
- Skylark.
- Wear unsuitable footwear such as plimsolls and open-toed sandals.
- Clutter up gangways, paths or stairs.
- Misuse equipment or use makeshift equipment.
- Overload lifting appliances, fork trucks, pallet trucks, etc.
- Smoke in the prohibited places.

Specific Safety Rules

(This section should set out details of the various safety hazards specific to your trade/workplace, and the necessary safety precautions.)

CONTROLLING SIGNIFICANT RISKS

The following are some of the more common hazards found in workplaces. Should they be identified from your general risk assessments as being significant risks, either to employees or others, then adequate control measures will need to be in place. In addition legislation requires that for some hazards specific risk assessments are carried out e.g. hazardous substances, manual handling, noise, display screens etc.

Copies of the arrangements (rules or procedures), or reference to other documents, detailing how significant risks are controlled, should be included within your policy.

For detailed guidance on carrying out Risk assessments and controlling hazards see Further Information section.

Accidental Injury Hazards

- Confined spaces
- Electricity
- Excavations
- Falling objects/collapsing structures
- Falls from height
- Fire* & Explosion
- Lone Working
- Machinery
- Manual Handling
- Pressure Systems
- Slips, trips and falls
- Transport
- Violence

Occupational Disease Hazards

- Asbestos
- Hazardous chemicals
- Display screens
- Infectious disease
- Noise
- Radiation
- Stress
- Temperatures
- Vibration
- Work-related upper limb disorder