**Statement of Intent**

This is the Health & Safety policy statement of: **INSERT COMPANY NAME**

Our Health & Safety policy is to:

1. Prevent accidents and cases of work-related ill health.
2. Manage health and safety risk in our workplace.
3. Provide clear instructions and information and adequate training to ensure employees are competent to do their work.
4. Provide personal protective equipment.
5. Consult with our employees on matters affecting their health and safety.
6. Provide and maintain safe plant and equipment.
7. Ensure safe handling and use of substances.
8. Maintain safe and healthy working conditions.
9. Implement emergency procedures, including evacuation in case of fire or other significant incident.
10. Review and revise this policy regularly.

|  |  |
| --- | --- |
| **Name:**  |  |
| **Position** |  |
| **Date:** | 1st October 2023 |
| **Signature:** |  |
| **Review:** | 1st October 2024 |

**Responsibilities for health and safety**

**Responsibilities for our company health and safety**

1. Overall and final responsibility for health and safety is:

**INSERT MANAGING DIRECTORS/OWNERS FULL NAME**

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

**INSERT FULL NAME & JOB TITLE**

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

**LIST FULL NAME and AREAS OF RESPONSIBILITY**

See examples below:

**INSERT NAME & JOB TITLE**

Safety, Risk Assessments, Consulting Employees, Accidents, First Aid and work-related ill health.

**INSERT NAME & JOB TITLE**

Monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation.

**INSERT NAME & JOB TITLE**

Maintaining equipment, information, instruction and supervision, training

1. All employees should:
* 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)

**Arrangements for health and safety**

**Risk Assessments**

* We will complete relevant risk assessments and take action.
* We will review risk assessments when working habits or conditions change.

**Training**

* We will give staff and subcontractors health and safety induction and provide appropriate training (including working at height, asbestos awareness and electrical safety).
* We will provide personal protective equipment.
* We will make sure suitable arrangements are in place for employees who work remotely.

**Consultation**

* We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

**Evacuation**

* We will make sure escapes routes are well signed and kept clear at all times.
* Evacuation plans are tested from time to time and updated if necessary.