

Health and Safety policy in UK

IMPORTANT: If you have fewer than five employees you need to be aware of the H&S regulations and assess the risks only for internal purposes. However companies with more than 5 employees have to write down their own health and safety policy.

As an employer, or a self-employed person, you are responsible for health and safety in your working place.

The approach to be taken should be proportional to the size of your business and the nature of your activity. For most small, low-risk business the steps you need to take are straightforward.

The policy does not need to be complicated or time-consuming. To help you, please refer to the HSE (Health and Safety Executive) template attached that you can print and complete. This template also includes a section for your risk assessment so that you can record everything in one sole document.

A policy will only be effective & accurate if you and your staff follow it and review it regularly.

1. Risk assessment

You must control the health and safety risks in your workplace and think about what might cause harm to people and take measures to prevent them. This is known as a risk assessment.

Keep it simple and focus on controls.

Example:

If your employees work mainly with a computer all day long you will have to make sure:

- They have a comfortable and suitable seat taking into account neck & back problems
- Computer Screens have to be at the right eye level of each individual.
- The screen brightness must be adapted to the employee's eyes comfort

Please refer to example of the health and safety policy form.

2. Consult your employees

You have to consult all your employees and get their feedbacks about health and safety issues:

- health and safety and the work they do
- how risks are assessed and controlled
- the best ways of providing information and training

In very small business, you might choose to consult your employees directly. Alternatively, you might consult with a health and safety representative, chosen by your employees or selected by a trade union. As an employer, you cannot decide who will be the representative.

3. Provide training and information

Everyone who works for you needs to know how to work safely and without risks to health. You must provide clear instructions and information, and adequate training to your employees.

Providing simple information or instructions is likely to be sufficient for a low-risk business.

Health and safety training should take place during working hours and it must not be paid for by employees.

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4. Provide the right workplace facilities

You must provide the right workplace facilities for everyone in your workplace, including people with disabilities.

For your employees' well-being you need to provide:

- a. Welfare facilities
 - toilets and hand basins, with soap and towels or a hand-dryer
 - Drinking water
 - A place to store clothing (and somewhere to change if special clothing is worn for work)
 - Somewhere to rest and eat meals
- b. Health issues
 - Good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system
 - A reasonable working temperature
 - Lighting suitable for the work being carried out
 - Enough room space and suitable workstations and seating
 - A clean workplace with appropriate waste containers
- c. Safety issues
 - Properly maintain your premises and work equipment
 - Keep floors and traffic routes free from obstruction
 - Have windows that can be opened and also cleaned safely
 - Make sure that any transparent doors or walls are protected or made of safety material

5. Make arrangements for first aid, accidents and ill health

a. First aid

You must have first-aid arrangements in your workplace. As a minimum, you must have:

- A suitable stocked first-aid box
- An appointed person to take charge of first aid arrangements
- Information for all employees giving details of first aid arrangements

b. Accident and ill health

Under health and safety law, you must report and keep record of certain injuries, incidents and cases of work-related disease.

6. Think about it

- Display the health and safety law poster or equivalent to your employees
- Get insurance for your business
- Keep your business up to date

For more information or specific requirements do not hesitate to visit "Health and Safety Executive" website:

<http://www.hse.gov.uk/simple-health-safety/write.htm>

Sources: HSE website, "Health and Safety made simple – the basics for your business" published 08/14.

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Health and safety policy

This is the statement of general policy and arrangements for: <input type="text"/> (Name of company)		
(Name of Employer/Senior manager) has overall and final responsibility for health and safety		
(Member of staff) has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace		
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work		
Engage and consult with employees on day-to-day health and safety conditions		
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		

Signed: * (Employer)	<input type="text"/>	Date:	<input type="text"/>
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	<input type="text"/>
First-aid box is located:	<input type="text"/>
Accident book is located:	<input type="text"/>

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on xx/xx/xx	xx/xx/xx xx/xx/xx
						Hint, tab here for new row

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Example of Risk assessment form

This is the statement of general policy and arrangements for:		Daly Response Alarm Systems	
John Daly – Manager		has overall and final responsibility for health and safety	
Paul Phillips – Assistant Manager		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	John Daly Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Paul Phillips Assistant Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.	
Engage and consult with employees on day-to-day health and safety conditions	John Daly (Manager) Paul Phillips (Assistant Manager) All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	John Daly Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Paul Phillips Assistant Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.	
Signed: * (Employer)	J Daly	Date:	28th August 2014

You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Reception
First-aid box is located:	Staff room
Accident book is located:	Reception

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14