

1. Introduction

- 1.1 <<Insert Company name>> recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:
 - 1.1.1 provide and maintain a safe and healthy place of work
 - 1.1.2 provide adequate information, training and supervision
 - 1.1.3 provide and maintain safe equipment and safe systems of work
 - 1.1.4 ensure safe working conditions in all places of work
 - 1.1.5 work to prevent work related ill health

2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the <<Managing Director/Senior Partner Name>>. <<Insert Name and Role of person with day to day responsibility>> has day to day responsibility for managing health and safety.
- 2.2 The Management and the Company are committed to achieving the highest standards of health and safety through the implementation of this policy.
- 2.3 The Management and the Company are committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation and work activities.
- 2.4 The Management and the Company will ensure that risk assessments of all areas of work activities are carried out regularly to identify hazards and work to prevent instances of hazardous occurrences arising.
- 2.5 The Management and the Company will ensure that the work done by the Company does not compromise the health and safety of any contractors or members of the public.
- 2.6 The Management and the Company will ensure that safe and healthy working conditions and adequate safety measures are provided for all employees.
- 2.7 The Company will ensure that employees are encouraged to co-operate with the management in health and safety matters and in this respect, employees are encouraged to identify hazards and reduce the risk which may exist due to work activities. Employees are encouraged to report any condition which may appear dangerous or hazardous. The Company will at all times consult with the employees on health and safety matters.
- 2.8 The Senior Management and the Company will, where reasonably practicable, ensure that the resources to meet these objectives are available.
- 2.9 Copies of this policy will be made available to all Company employees and other interested parties.

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3. <<Directors' / Partners'>>

- 3.1 The <<Directors/Partners>> shall have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Codes of Practice.
- 3.2 It will be the responsibility of <<Directors/Partners>> to keep all employees advised of any changes in respect of health and safety matters.
- 3.3 In order to protect the health and safety of the Company's employees and others affected by the Company's operations, <<Directors/Partners>> will:
 - 3.3.1 Take reasonable steps to protect themselves with the hazards and risks associated with the operations of the Company and with the precautions which need to be taken to control those risks.
 - 3.3.2 Establish procedures for dealing with emergencies.
 - 3.3.3 Appoint a suitably qualified and competent person to assist them in carrying out their duties.
 - 3.3.4 Ensure that they receive sufficient training and information so that they can carry out their duties safely and competently. Ensure that adequate funds are available for this purpose. Before entrusting work to any person, take into account their capabilities and ensure that suitable Risk Assessment procedures are in place for any hazardous activity.
 - 3.3.5 Initiate the development of the Health and Safety Policy and ensure that it is implemented for employees and others working on behalf of the Company.
 - 3.3.6 Ensure that the health and safety responsibilities of the Company are clearly set out in the health and safety policy.
 - 3.3.7 Ensure the safety of the Company is monitored and take appropriate action to remedy any deficiencies.
 - 3.3.8 Ensure that adequate provision is made for welfare facilities and that these are maintained.
 - 3.3.9 Ensure that adequate first aid facilities are provided to employees, and that instruction is given to employees in the use of these facilities.

4. Designated Health & Safety

- 4.1 To ensure that all the Company's Partners, Supervisors and Staff are aware of their individual responsibilities.
- 4.2 To initiate and/or recommend changes, developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents and near misses and recommend means of preventing re-occurrence.
- 4.4 To arrange appropriate training for employees.
- 4.5 To create and maintain a safe working environment for all staff.

- 4.6 To ensure that Risk Assessment, including where appropriate, COSHH, Noise, Manual Handling, etc. is carried out as needed.
- 4.7 To ensure follow up actions are implemented.
- 4.8 To promote an international attitude towards Health and Safety matters throughout the organization.

ing where appropriate, COSHH, as needed.

itude towards Health and Safety

This policy will be reviewed annually or more frequently if there is a change in circumstances, in work practices or the introduction of new equipment.

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Name: <<Insert Full Name>>

Position: <<Insert Position>>

Date: <<Date>>

Signature: _____

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