**Health and Safety Policy**

**Aims:**

* Understand what our procedures are for health and safety
* Know who is responsible for what
* Understand our obligations and those of employees

[Company name] has a legal duty to protect the health and safety of its employees and others. We take this responsibility seriously and have made health and safety a management priority. We expect our employees at all levels to take care to avoid injury to themselves and others and to co-operate with the implementation of the company’s health and safety arrangements.

The company has adopted a health and safety policy which contains details of these responsibilities and arrangements. All employees are required to be proactive and familiarise themselves with the health and safety policy. Acceptance of and adherence to the company’s health and safety policy form part of every employee’s contract of employment.

**Health and safety policy statement**

[Company name] has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the Company.

In pursuance of this Policy, the Company will take action to:-

* provide adequate control of the health and safety risks arising from our work activities;
* consult with our employees on matters affecting their health and safety;
* provide and maintain safe plant and equipment;
* ensure safe handling and use of substances;
* provide information, instruction and supervision for employees;
* ensure all employees are competent to do their tasks and to give them adequate training;
* prevent accidents and cases of work-related ill health; maintain safe and healthy working conditions and
* review and revise this policy as necessary at regular intervals

**Responsibilities**

* Overall and final responsibility for health and safety rests with [*Managing Director/Senior Partner/Owner*].
* Day to day responsibility for ensuring that this policy is put into practice is delegated to [*Name*]
* To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name Responsibility

[ ] [ ]

[ ] [ ]

[ ] [ ]

All employees are required to:

* + - co-operate with supervisors and managers on health and safety matters;
    - not interfere with anything provided to safeguard their health and safety;
    - take reasonable care of their own health and safety and
    - report all health and safety concerns to an appropriate person (as detailed in this policy document)

**Health and safety risks arising from work activities**

* Risk assessments will be undertaken by [*Name*]
* The findings of the risk assessments will be reported to [*Name*]
* Action required to remove/control risks will be approved by [*Name*]
* [*Name*] will be responsible for the action required is implemented.
* [*Name*] will check that the implemented actions have removed/reduced the risks.
* Assessments will be reviewed every [*Frequency*] or when the work activity changes, whichever is the soonest.

**Consultation with employees**

*Either, where there is a recognised trade union*

* Consultation with employees is provided by [*State arrangements*].

*Or, where there is no recognised trade union*

* Employee representatives are [*Names*]

**Safe plant and equipment**

* [*Name*] will be responsible for identifying all equipment/plant needing maintenance.
* [*Name*] will be responsible for ensuring effective maintenance procedures are drawn up.
* [*Name*] will be responsible for ensuring that all identified maintenance is implemented.
* Any problems found with plant/equipment should be reported to [*Name*].
* [*Name*] will check that new plant and equipment meets health and safety standards before it is purchased.

**Safe handling and use of substances**

* [*Name*] will be responsible for identifying all substances which need a COSHH assessment.
* [*Name*] will be responsible for undertaking COSHH assessments.
* [*Name*] will be responsible for ensuring that all actions identified in the assessments are implemented.
* [*Name*] will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
* [*Name*] will check that new substances can be used safely before they are purchased.
* Assessments will be reviewed every [*Frequency*] or when the work activity changes, whichever is the sooner.

**Information, instruction and supervision**

* The Health and Safety Law poster is displayed at [*Location*] / Health and Safety Law leaflets are issued by [*Name*].
* Health and safety advice is available from [*Name*].
* Supervision of young workers/trainees will be arranged/undertaken/monitored by [*Name*].
* [*Name*] is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

**Competency for tasks and training**

* Induction training will be provided for all employees by [*Name*].
* Job specific training will be provided by [*Name*].
* Specific jobs requiring special training are [*State jobs*].
* Training records are kept at/by [*Location/Name*].
* Training will be identified, arranged and monitored by [*Name*].

**Accidents, first aid and work-related health**

* Health surveillance is required for employees doing the following jobs {*State jobs*].
* Health surveillance will be arranged by [*Name*].
* Health surveillance records will be kept at/by [*Location/Name*].
* The first aid box(es) is/are kept at [*Location*].
* The appointed person(s)/first aider(s) is/are [*Name(s)*].
* All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept at/by [*Location/Name*].
* [*Name*] is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

**Monitoring**

* To check working conditions and ensure safe working practices are being followed we will [*State procedures, for example spot checks, regular inspections].*
* [*Name*] is responsible for investigating accidents.
* [*Name*] is responsible for investigating work-related causes of sickness absence.
* [*Name*] is responsible for acting on investigation findings to prevent a recurrence.

**Emergency procedures – fire and evacuation**

* [*Name*] is responsible for ensuring the fire risk assessment is undertaken and implemented.
* Escape routes are checked by [*Name*] every [*Frequency*].
* Fire extinguishers are maintained and checked by [*Name*] every [Frequency].
* Alarms are tested by [*Name*] every [*Frequency*].
* Emergency evacuation will be tested every [*Frequency*].

*You may wish to include details of emergency procedures here or refer to a separate document.*

*You may also wish to refer to any separate health and safety manuals which contain specific rules or instructions for particular activities.*

**Reporting hazards and Accidents**

Employees have a duty to report directly without delay:

* Any matter which may reasonably be considered a serious and immediate danger to health and safety
* Any matter which may reasonably be considered a shortcoming in health and safety arrangements

These matters should be reported to the office manager.

**General hazards and Emergencies**

**Fire**

[Fire and Evacuation procedures can be found in the booklet provided by the Management Company. This booklet is located at the Company reception.]

Periodic fire drills will be carried out and the evacuation procedures as set out below should be complied with at all times. A continuous sounding of the alarm is the signal for everyone to leave the building by the nearest exit.

Every employee should be conscious of the risk of fire, and they are advised to observe these simple precautions to prevent fire:

* Never obstruct a fire exit. If you become aware of an obstructed fire exit, you should notify the office manager immediately.
* Report incidents of accumulated wastepaper, shredded paper, cardboard and packing cases.
* Keep corridor fire doors closed
* Avoid placing anything over heaters to dry

The offices are fitted with a fire detection and alarm system. If you see a fire, which has not activated this system, you should activate the alarm by using the ‘Break Glass’ Fire Point

If you have been trained to use firefighting equipment, you should attack the fire with the appropriate firefighting equipment providing there is no danger in doing so.

On hearing the Fire Alarm, you should:

* Stay calm
* Politely discontinue phone calls
* Do not stay to collect personal belongings
* Immediately walk to the nearest fire exit and leave the building in an orderly manner
* Assemble in your designated area for a head count
* Do not re-enter the premises until instructed by your Fire Warden
* Do not move vehicles from the car park
* Ensure that any visitors are evacuated safely

**Fire Fighting Equipment**

Break Glass Alarm points are installed. In addition, fire extinguishers have also been installed. Employees should familiarise themselves with the location of all such equipment.

Every employee has responsibility for ensuring working areas are kept clean and tidy. At the end of the day papers and equipment should be cleared away where appropriate, for security purposes as well as safety.

**Manual Handling Lifting Loads**

It is essential that if you are lifting or moving any files that you follow the following guidelines for your own safety.

If you are attempting to lift with arms stretched out fully the maximum weights are as follows:

* From the floor level the maximum weight is 5kg (equivalent to 2 full lever arch files)
* From your calf to thigh level the maximum weight is 10 kg (equivalent to 4 full lever arch files)
* From thigh to waist level the maximum weight is 15kg (equivalent to 6 full lever arch files)
* From waist to shoulder level the maximum weight is 10kg (equivalent to 4 full lever arch files)
* From shoulder to your full height level the maximum weight is 5kg (equivalent to 2 full lever arch files).

These weights must be reduced by 30% if you are repeating this action once or twice per minute.

**VDU Use**

Visual Display Units (VDUs) may cause eyestrain, neck strain, back injury and other injuries due to improperly positioned screen, document and chair position.

* Use seating with adjustable seat height
* Sit upright against backrest
* Adjust seat height to correct position
* Report VDU screens with flicker and non-sharp characters
* Avoid reflections on screen
* Reduce glare by adjusting window blinds
* Adjust brightness control to suit room lighting
* Rotate position of work if you feel eyestrain or wrist strain
* Adjust the position of your keyboard if you feel it is uncomfortable

**Office – General Housekeeping**

* Do not prop corridor fire doors open
* Report incidents of uncollected refuse to the office manager
* Store handbags, knapsacks, briefcases under tables, on shelves or in presses
* Coats, handbags and other personal belongings should not be stored in toilets
* Tidy up extension leads neatly against the wall
* Defective swivel chairs and office furniture should be reported to the office manager
* Do not climb on office furniture to open windows
* Do not place files on the floor. All files should be returned to storage cabinets
* Keep desks and worktops clear of clutter

**Employee Co-operation**

The Safety, Health and Welfare at Work Act places a number of obligations on employees whilst at work:

* To take reasonable care of one’s own health and safety and that of any other person who may be affected by your acts
* To cooperate with your employer, to such extent, as will enable your employer to comply with statutory provisions
* To report without delay and defects that might endanger safety or health
* Not to intentionally, or recklessly, interfere with any safety measure provided

Additionally, the company requires each employee to immediately report to the [responsible person] any accident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury.