

STATING YOUR BUSINESS



Guidance on preparing a

HEALTH & SAFETY POLICY DOCUMENT

for small firms

This guidance contains an outline health and safety policy statement, which you can complete and use as a way of complying with the law.

The outline statement is aimed at small firms but larger organisations could also use it within individual workplaces or departments.

Introduction

What is a health and safety policy statement?

Your health and safety policy statement sets out how you manage health and safety in **your** organisation. It is a unique document that shows **who** does **what** and **when** and **how** they do it.

This is an example of a policy statement that you can use, fill in and keep in your workplace. However, you do not have to use this document or format; you are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record.

Why do I need a health and safety policy statement?

The health and safety policy statement is your starting point to managing health and safety in the workplace. By law, Health and Safety at Work (Jersey) Law, 1989, Article 3(3), if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice. The statement is required to be prepared in a language that your employees understand and brought to their attention. Writing a health and safety policy statement is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health; it shows your employees that you care for their health and safety.

Who should do what?

With very few exceptions, the responsibility for health and safety rests on you as an employer. However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated but, remember, you will still have ultimate responsibility.

You should consult your employees (through safety representatives, if you have any) about the policy statement. Everyone should be able to see from the policy statement exactly who is responsible for different things, such as advice, reporting an accident and first aid.

When and how should they do it?

Your policy statement should describe your arrangements, ie the systems and procedures you have in place for ensuring employees' health and safety. You may wish to refer to other documents, for example works' rules, safety checklists, training programmes, emergency instructions, etc. All employees may not need to see all the other documents, but they must see the policy statement itself.

How often do I need to revise the policy statement?

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the policy regularly (for example, annually).

Do I have to do anything else?

Yes, you may have other legal duties under other legislation. Depending on your type of work, there may be other specific legislation that will apply.

REMEMBER: What you write in the policy has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.

How to use this guidance.

This guidance is split into three parts: it contains a statement of general policy based on your legal duties under the Health and Safety at Work (Jersey) Law, 1989. Then you can record your organisational responsibilities and your arrangements to ensure the health and safety of your employees. Notes are included alongside each section to help you.

Health and Safety Policy Statement

Health and Safety at Work (Jersey) Law, 1989

This is the Health and Safety Policy Statement of

(name of company)

Our statement of general policy is:

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

Signed

(Employer)

Date

Review date

Responsibilities

Note 1

Your name must be inserted here. As the employer (ie sole trader, senior partner or managing director) you have overall responsibility for health and safety.

Note 2

If you are not always there, or do not have time to manage on a day-to-day basis, you can delegate this role to someone else, the director, manager or supervisor, for example. You will need to ensure that they keep you fully informed of health and safety matters. Health and safety will still be your overall responsibility.

Note 3

You may delegate functions to people within your organisation, either by specific areas within the workplace or by topic.

You should include their specific responsibilities in their job description (if they have one).

You must also ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out ; this will make sure that if there are any health and safety concerns, they can be reported to the right person so that they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/ arrangements.

Note 4

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell so that the concerns can be addressed.

1 Overall and final responsibility for health and safety is that of

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to

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

Name

Responsibility

4 All employees have 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 statement).

Health and safety risks arising from our work activities

Risk assessments will be undertaken by

The findings of the risk assessments will be reported to

Action required to remove/control risks will be approved by

will be responsible for ensuring the action required is implemented.

will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every

or when the work activity changes, whichever is soonest.

Note

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law. The law requires you to record and assess significant risks to your employees' health and safety, together with the action taken to address them.

At the end of this guidance you will find some examples of key areas that you should consider.

You will need to involve a number of different people, including your safety representatives and employees, to do the risk assessments.

You may wish to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

Consultation with employees

Note

You should consult your employees.

You may wish to use existing staff meetings or another meeting as a forum for consultation.

If you have a health and safety committee, you could list what it does, who is on it and how often it meets.

 Employee representative(s) are

 Consultation with employees is provided by

Safe plant and equipment



will be responsible for identifying all equipment/plant needing maintenance.



will be responsible for ensuring effective maintenance procedures are drawn up.



will be responsible for ensuring that all identified maintenance is implemented.

 Any problems found with plant/equipment should be reported to



will check that new plant and equipment meets health and safety standards before it is purchased.

Note

You will need to ensure that all plant and equipment (for example, lift trucks, vehicles, gas appliances, machinery guarding, ladders, electrical equipment, lifting equipment, air receivers, ventilation plant) that requires maintenance (for example, pre-shift checks, servicing, thorough examinations) is identified and that the maintenance is done.

It may be worthwhile using a logbook to record the maintenance checks.

When buying new or secondhand plant and equipment, you must check it meets health and safety standards before buying it.

Safe handling and use of substances

Note

You must assess the risks from all substances hazardous to health.

These assessments are often referred to as Control of Substance Hazardous to Health (COSHH) assessments.

You should do assessments on substances you use (for example, adhesives, paints, cleaning agent, solvents) and substances generated from work activities (for example, dust, fume, vapour).

Your assessment should identify any health risks. If there is a risk you should take steps to remove or control the risk.



will be responsible for identifying all substances which need a COSHH assessment.



will be responsible for undertaking COSHH assessments.



will be responsible for ensuring that all actions identified in the assessments are implemented.



will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.



will check that new substances can be used safely before they are purchased.



Assessments will be reviewed every

or when the work activity changes, whichever is soonest.

Information, instruction and supervision

Health and safety advice is available from

Supervision of young workers/trainees will be arranged/undertaken/monitored by



is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Note

You should have access to competent advice, either in-house or, if not available, external (for example, employers' organisations, trade associations, trade unions, consultants).

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You should also do specific risk assessments for young people; you need to take account of their inexperience, lack of awareness of risks and immaturity.

If your employees go to work for another employer on your behalf (for example, if you are a contractor) you will need to check that they are given relevant health and safety information for that location, by that employer/company.

Competency for tasks and training

Note

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (for example, pay, leave, and hours of work).

The induction needs to cover basic health and safety such as first aid and fire safety.

Employees will need job-specific training, which includes the health and safety aspects of the job.

You also have to provide health and safety training for people when risks change, or periodically, for example, if skills do not get used regularly.

Some jobs will require additional special training (for example, manual handling, driving, slinging techniques, confined space entry and asbestos removal).

You may wish to refer to your company training programme.

It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

You should monitor the training records, so that refresher training is given when necessary.

Induction training will be provided for all employees by

Job specific training will be provided by

Specific jobs requiring special training are...

Training records are kept at/by

Training will be identified, arranged and monitored by

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs

- Health surveillance will be arranged by

- Health surveillance records will be kept by/at

- The first aid box(es) is/are kept at

- The appointed person(s)/first aider(s) is/are

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

Note

Employees should receive health surveillance for certain work (for example, work with lead, chrome, asbestos, noise, isocyanates and some chemicals).

This will identify any health problems early on so that action can be taken before an employee's condition worsens.

Your COSHH assessments (see page 8) should identify all areas and the type of health surveillance needed.

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records, as these are confidential.

Providing immediate first aid can prevent minor injuries becoming major ones.

As a minimum you should have a first aid box and an appointed person to take charge of first aid requirements.

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area.

Monitoring

Note

You must be able to show that you are checking working conditions and systems of work, ie that you are monitoring health and safety.

You can do this both actively and reactively, ie before and after something goes wrong.

ACTIVELY:

you or any other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

REACTIVELY:

you can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems. Ask yourself why the accident really happened and what you can do to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

When you find out what went wrong – put it right.

To check our working conditions, and ensure our safe working practices are being followed, we will

is responsible for investigating accidents.

is responsible for investigating work-related causes of sickness absences.

is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation



is responsible for ensuring the fire risk assessment is undertaken and implemented.

 Escape routes are checked by/every

 Fire extinguishers are maintained and checked by/every

 Alarms are tested by/every

 Emergency evacuation will be tested every

Note

You should carry out fire risk assessments in the same way as you do for health and safety risk assessments.

For escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based.

You need a routine in case of fire or any other emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

Some key areas of risk

- Asbestos
- Chemicals
- Confined spaces
- Display screen equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and explosion
- Machinery (including guarding)
- Manual handling
- Noise
- Pressure systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc)
- Temperatures
- Transport (including carrying dangerous substances, and pedestrians in the workplace)
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your workplace to identify other risk areas. If any risks apply to your work activities, you should carry out risk assessments to check that you have removed or reduced the risk.

Acknowledgment & Sources of Information

Acknowledgement

The source of this booklet is acknowledged as being a publication produced by the UK Health and Safety Executive (HSE).

Sources of Information

*Health and Safety Inspectorate
Social Security Department,
P.O. Box 55, Philip Le Feuvre House,
La Motte Street, St. Helier JE4 8PE.
Telephone: 447300 Facsimile: 873791
Email: hsi@gov.je Website: www.gov.je/hsi*

*The Jersey Council for Safety and Health at Work
Telephone: 499469 Facsimile: 499471
Website: www.jerseysafetycouncil.co.uk*

Guidance documents and literature on all subjects dealing with health and safety issues are also available from:

*HSE Books
P.O. Box 1999, Sudbury, Suffolk CO10 6FS
Telephone: 01787 881165 Facsimile: 01787 313995
Website: www.books.hse.gov.uk*

*HSE home page on the World Wide Web:
www.hse.gov.uk*

Important Note

This booklet is not an authoritative interpretation of the Law and is issued for general guidance only.

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