

HSE has been working closely with stakeholders to provide an electronic template combining the requirements of:

- The Policy statement
- Written H&S arrangements and
- Risk assessment

in one easy to use document

The template is intended to reduce the burdens on businesses by:

- (1) Showing the kind of approach to be taken
- (2) Eradicating duplication
- (3) Saving time, resources and costs

In January we consulted with Small Business Trade Association (SBTAF) members and other stakeholders on an initial draft of the template

Following feedback we have revised the Policy Statement template to:

- Improve the presentation
- Incorporate some key information



Health and Safety Policy Statement

Health and Safety
Executive

WRITTEN RECORD OF HEALTH AND SAFETY ARRANGEMENTS AND RISK ASSESSMENT

This is the statement of general policy and arrangements for:

INSERT DETAILS

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

INSERT DETAILS

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

INSERT DETAILS

STATEMENT OF GENERAL POLICY	Responsibility of: Name/Title	ACTION / ARRANGEMENTS (customize to meet your own local situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	*INSERT DETAILS HERE*	*INSERT DETAILS HERE*
To provide adequate training to ensure employees are competent to do their work	*INSERT DETAILS HERE*	*INSERT DETAILS HERE*
To engage and consult with employees on day to day H&S conditions and provide advice and supervision on occupational health	*INSERT DETAILS HERE*	*INSERT DETAILS HERE*
To implement Emergency Procedures – Evacuation in case of fire or other significant incident	*INSERT DETAILS HERE*	*INSERT DETAILS HERE* (You can find help with your fire risk assessment at www.fire.gov.uk/workplace-safety/)
To maintain safe and healthy working conditions and provide and maintain plant, equipment and machinery and ensure safe storage/use of substances	*INSERT DETAILS HERE*	*INSERT DETAILS HERE*
Health & Safety Posters displayed	Insert details of location	
First Aid Box & Accident Book are located	Insert details	
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences)	www.hse.gov.uk/riddor/ Tel: 0845 300 9903	
Signed (Employer)	Date _____	(Subject to review, monitoring and revision by _____ every _____ months or sooner if work activity changes)
Date of next review		

Employers with five or more employees should have a written health & safety policy and risk assessment
 Risk assessment template published by the Health and Safety Executive 01/08
 For further information and to view our example risk assessments: www.hse.gov.uk/risk

HSE Health and Safety Policy Statement
 WRITTEN RECORD OF HEALTH AND SAFETY ARRANGEMENTS AND RISK ASSESSMENT

Health and Safety Executive

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (sample entry taken from an office based business). Look at how this might apply to your business, and continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can add and delete text as necessary. You may find our example risk assessments a useful guide, www.hse.gov.uk/risk/sectstud simply choose the example closest to your business.

Company name: Put your company name here

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	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.	<ul style="list-style-type: none"> ⊗ General good housekeeping ⊗ 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, offices cleaned each evening 	<ul style="list-style-type: none"> ⊗ 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 01/10/07	01/10/07 01/10/07
(insert hazard details)	Insert details*	Insert details*	Insert details*	Insert details*	Insert details*	Insert details*
(insert hazard details)	Insert details*	Insert details*	Insert details*	Insert details*	Insert details*	Insert details*
(insert hazard details)	Insert details*	Insert details*	Insert details*	Insert details*	Insert details*	(Hint: tab here to insert new row)

Assessment Review Date: insert details* (usually within one year, or earlier if working habits or conditions change).

For information specific to your industry please go to www.hse.gov.uk

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Health and Safety Policy Statement

Health and Safety Executive

WRITTEN RECORD OF HEALTH AND SAFETY ARRANGEMENTS AND RISK ASSESSMENT

This is the statement of general policy and arrangements for:

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

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

Rapid Response Alarm Systems 25 Yewtree close, Walton, Liverpool L4
Mr John Bailey – Office Manager
Paul Phillips – Assistant Manager

STATEMENT OF GENERAL POLICY	Responsibility of: Name/Title	ACTION / ARRANGEMENTS (customize to meet your own local situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	John Bailey Office Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Usually within one year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Paul Phillips Assistant Manager	Staff and Subcontractors given necessary H&S induction and provided with appropriate training 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.
To engage and consult with employees on day to day H&S conditions and provide advice and supervision on occupational health	John Bailey / Office Manager Paul Phillips / Assistant Manager All Staff	Staff routinely consulted on H&S matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement Emergency Procedures – Evacuation in case of fire or other significant incident	John Bailey Office Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at www.fire.gov.uk/workplace-safety/)
To maintain safe and healthy working conditions and provide and maintain plant, equipment and machinery and ensure safe storage/use of substances	Paul Phillips Assistant Manager	System in place for routine inspections & testing and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See www.cosh-hseentias.org.uk/)

Health & Safety Posters displayed	Reception Area
First Aid Box & Accident Book are located	Reception Area
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences)	www.hse.gov.uk/riddor/ Tel: 0845 300 9922
Signed (Employer)	John Bailey
Date of next review	01/04/2010
Date 01/04/2009 (Subject to review, monitoring and revision by John Bailey every 12 months or sooner if work activity changes)	

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 Risk assessment template published by the Health and Safety Executive 0109
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