

## Health and safety policy

**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:**

Training Employment Support Solutions CIC Name of organisation	
Carol Vasey Name of employer	Ingrid Lyon
Carol Vasey	Ingrid Lyon

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Carol Vasey -Director Ingrid Lyon - Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Carol Vasey - Director Ingrid Lyon - Director	Staff given necessary health and safety induction and provided with appropriate training (lone working, 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.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Carol Vasey - Director Ingrid Lyon - Director 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.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Carol Vasey - Director Ingrid Lyon - Director	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Carol Vasey - Director Ingrid Lyon - Director	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. Staff trained in safe handling/use of substances.

Health and safety law poster is displayed:	All staff will receive a copy of the Health and Safety Law poster		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	All staff will be issued with a first-aid pack to carry with them An Accident book will be kept at 192 Moulton Chapel Road, Moulton Chapel, Spalding PE12 0XD		
Signed: (Employer)		Date:	07.10.2011
Subject to review, monitoring and revision by:	Carol Vasey/Ingrid Lyon	Every:	12 months or sooner if work activity changes



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Note 1: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

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

**Organisation name:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Better housekeeping is needed in staff kitchen, eg on spills	All staff, supervisor to monitor	01/10/2010	01/10/2010
Lone working	Staff may experience stress and/or injury from verbal abuse, and/or assault, from customers and others.	Staff give polite, high-quality service. All visits are pre-booked. Staff are trained to be non-confrontational, eg not to react to abuse. All staff have a mobile phone enabling communication with line manager in particular when they arrive on shift and have arrived home safely after a shift Staff issued with a panic alarm. Initial visits to new customers not to be undertaken alone	Remind staff that they can speak to the manager if they have any concerns about their safety and security. Remind staff to communicate with their line manager when they arrive on shift and when they arrive home safely after a shift Staff should ensure they maintain their mobile phone and report any difficulties immediately (eg poor reception) Staff should ensure they report any challenging incidents/customers to their line manager as soon as possible	All staff, supervisor to monitor		
Motor vehicle accidents	Staff, customers and others risk potentially serious injury from road accidents.	Staff to do basic daily vehicle tests on lights etc Company policy that staff always follow the Highway Code and produce evidence of current MOT certificate and valid insurance with business use for their vehicle Company has a conduct policy for staff – not to drive under influence of drink, drugs or certain medication etc, to take regular breaks etc Staff to report any incident .	No further action needed at this stage.	All staff, supervisor to monitor		
Musculoskeletal disorders	Staff may suffer musculoskeletal disorders, eg back pain, from: helping physically impaired customers;	Staff trained in risks of back and other pain from driving, and manually handling loads eg know to adjust car seat/wheel etc to minimise risk of pain. Staff trained in safe manual handling techniques, eg	Regular updates of manual handling training	Manager		

## 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 manage this risk?	Action by whom?	Action by when?	Done
	handling heavy and/or bulky objects.	assisting wheelchair users etc.				

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

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 the hazards in your workplace, such as new equipment or work activities.

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 11/11