

This is the statement of general policy and arrangements for:		Cavendish deVere Service Ltd	
Hughie Condon – Manager		has overall and final responsibility for health and safety	
Stephen Knight – Assistant Manager		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Hughie Condon Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Steve Knight Assistant Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and 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.	
Engage and consult with employees on day-to-day health and safety conditions	Hughie Condon (Manager) Steve Knight (Assistant Manager) 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.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Hughie Condon Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Steve Knight Assistant Manager	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.	
Signed: * (Employer)	<i>RJ Barney</i>	Date:	<i>28th August 2018</i>

You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Shop floor
First-aid box is located:	Staff kitchen
Accident book is located:	Basement

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14



Example health and safety policy

Health and Safety
Executive