Safety Resources

HEALTH and SAFETY POLICY

Your business must have a health and safety policy, and if you have five or more employees, that policy must be written down.

Most businesses set out their policy in three sections:

- the **statement of intent** sets out your commitment to managing health and safety effectively, and what you want to achieve;

- the **organisation** section sets out who is responsible for specific actions; and

- the **arrangements section** contains the detail of what you are going to do in practice to achieve the aims set out in your statement of intent

A policy will only be effective if you and your staff follow it and review it regularly.

Further information and advice on this topic can be found in the 'Health and Safety Policy' fact sheet in the document library; an example health and safety policy is also available.

Further information on this topic produced by the Health and Safety Executive (HSE) can be found on their website via the following links:

- The 'write a health and safety policy for your business' page of their 'health and safety made simple' guidance at http://www.hse.gov.uk/simple-health-safety/write.htm

- The 'writing a health and safety policy' page of their 'health and safety toolbox' guidance at http://www.hse.gov.uk/toolbox/managing/writing.htm

The following documents can also be freely downloaded from the HSE website via the following links:

- 'Health and safety made simple – The basics for your business' at http://www.hse.gov.uk/pubns/indg449.pdf

- 'Managing health and safety – Five steps to success' at http://www.hse.gov.uk/pubns/indg275.pdf

- A completed example health and safety policy at http://www.hse.gov.uk/risk/health-and-safety-policy-example.doc

- A blank combined risk assessment and health and safety policy template at http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc