

[INSERT COMPANY HEADER]

[NAME OF COMPANY]

Health and Safety Policy (Template)

1. POLICY

To enable the organisation to fulfil its responsibilities in relation to health and safety matters, it is the duty of every individual to co-operate with the organisation in every respect pertaining to health and safety at work. Each and every person within the organisation is legally bound by statutory safety legislation. This responsibility cannot be passed to any other person.

It is the duty of all staff to conform to the provisions of the organisation's Health and Safety Policy, to the safety codes of practice and to accept and carry out their responsibilities. In this regard, 'safety' is defined to mean:

- the avoidance of unsafe work practices
 - the prevention of all injuries;
 - the promotion of occupational health and hygiene;
 - the control of all situations likely to cause damage to property or equipment;
 - the investigation of 'near miss' situations;
 - fire prevention and fire control; and
 - the protection of visitors and the general public.
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2. PURPOSE

The organisation is committed to:

- providing for the health, safety and welfare of all staff, visitors and approved contractors;
- taking into account any recommendations made by the Health & Safety Authority on health and safety issues which are of particular relevance to the organisation;
- providing and maintaining a safe working environment;
- avoiding unsafe work practices, preventing accidents and injury to staff and other persons working in the organisation's office spaces;
- ongoing maintenance of and preventing damage to plant;
- the provision of processes and monitoring of safe systems of work;
- arrangements for the safe handling, storage and transport of materials and substances;

- the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all staff;
- the maintenance of all workplaces in a safe condition and with clear means of access;
- the provision and maintenance of a safe working environment; and
- compliance with all relevant legislation and in particular the Safety Acts.

3. HEALTH & SAFETY POLICY AND SAFETY STATEMENT

It is the intention of the organisation to safeguard the health, safety and welfare of all staff. It is also the organisation's policy to exercise vigilance to detect and, where possible, remove hazards from the workplace, to provide training and instruction to ensure staff perform their work in a safe and proper manner. Staff should notify the Facilities Manager of any safety issues or concerns.

The Safety Statement contains further information in relation to safety in the building. If a staff member wishes to review the Statement, please contact the HR Team.

4. RISK ASSESSMENT

The organisation carries out ongoing assessment of the risks associated with all work activities. Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment, together with details of the methods of work to be followed, as appropriate. Risk assessments will be reviewed at annual intervals or whenever it is suspected that they may no longer be valid. This is the responsibility of the Facilities Manager.

Records of medicals and other individual health records which may be required will be kept securely in HR files and will be kept for forty years after the date of the last entry. Training will be given to staff as necessary to make them aware of the findings of the assessment and the required control measures. All staff will be instructed in the safety procedures relevant to their work, the significant findings of risk assessments and their legal responsibilities for compliance with the procedures.

5. STAFF RESPONSIBILITIES

Under the Safety Acts staff have the following responsibilities while at work:

- to take reasonable care of his/her health and safety and of other persons who may be affected by his/her acts or omissions of work.
- to co-operate with their employer to enable statutory duties or requirements to be performed or complied with, and that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

In particular, staff must :

- promote the health and well-being of all staff members;
- work safely and efficiently and work to laid down job instructions, where applicable;
- use protective equipment where provided;
- report promptly any incident or occurrence that has led to, or may lead to, injury or damage or if anything that is seen as a danger;
- adhere to procedures jointly agreed on his/her behalf for securing a safe workplace;
- assist with investigations into accidents with the object of introducing measures to prevent recurrence;
- keep their workplaces clean and tidy and assist in good housekeeping; and
- ensure that he/she knows the location of the emergency exits, fire alarms and firefighting equipment for the area in which they work, and that they understand the organisation's emergency and evacuation procedures.

6. EMPLOYER RESPONSIBILITIES

Ultimate responsibility for implementation and effectiveness of the Health and Safety policy lies with the senior management.

To comply with this policy and The Safety, Health and Welfare at Work Act 2005, (General Application) Regulations 2007 and (General Application) (Amendment) Regulations 2016, it is required that the Organisation monitors the effectiveness of this policy. A review of the safety performance of the Organisation and the functioning of the policy is the responsibility of the Facilities Manager, in conjunction with the [senior job title eg. Managing Director] and / or the Head of HR (if applicable). At periodic intervals, they will review the contents of the Safety Statement and indicate ways in which safety performance can be improved.

A safety update is included as an agenda item on the monthly management report to department heads.

7. PROCEDURES

7.1 Responsibilities

The Facilities Manager, in conjunction with [the senior job title eg. Managing Director] and / or the Head of HR (if applicable), is responsible for the implementation of this procedure. Department Heads will be kept informed of all health and safety matters to ensure that sufficient resources are made available so that the organisation conforms to the Safety Acts. Staff are at all times responsible both for adhering to this policy, and immediately reporting to the Facilities Manager and Head of HR (if applicable), any situations of actual or potential health and safety risk.

A staff member who is in any doubt about safe working practices and procedures should contact the Facilities Manager or their Department Head for advice.

All management and staff are responsible for adherence to this policy in the workplace.

7.2 General Health and Safety Procedures

It is the organisation's intention to provide safe working conditions. This can only be done with the full co-operation and support of all staff and others who have occasion to perform tasks at the organisation's offices.

In the design, construction, operation and maintenance of all plant, equipment and facilities, the organisation seeks to prevent injury and danger to health.

Note : staff have a primary duty to take reasonable care for their own health and safety and for that of other people who may be affected by their acts or omissions. Any individual with specific responsibilities (as set out in the Health and Safety policy) must ensure that they understand them fully and that they are adequately delegated in his/her absence.

7.3 Actions to Achieve Health and Safety Objectives

The organisation will take action to achieve these objectives including:

- a continuing review of plant, workplaces and safety equipment by performing regular risk assessments within the workplace whether by an appointed person within the organisation who has been trained or by an external consultant.
- the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all staff, e.g. advice given at Induction or shortly after on :
 - workplace ergonomics, including a workspace ergonomics assessment to ensure correct usage and placement of office equipment, and WFH ergonomic assessments, which are carried out by a third-party Risk Assessment Company who have been appointed by the organisation;
 - the use of VDU equipment and the provision of an eye-sight test, the cost of which is covered by the organisation. Should the eye test reveal that particular lenses are required for VDU work, the costs of minimum requirement lenses will be covered by the Organisation. The HR team can provide additional information on this; and
 - Fire drills - Fire Wardens receive regular safety training including demonstration on use of the fire extinguishers.
- a review of the organisation's Health and Safety policy, as often as may be necessary. **7.4**

Fire and Emergency Procedures

If a staff member discovers a fire they are required to take the following steps :

- activate the nearest Fire Alarm Break Glass Unit IMMEDIATELY, located at the Fire Exits on each level;
- extinguish the fire if the staff member is trained in the use of firefighting equipment and it is safe to do so. No more than one extinguisher to be operated by the Fire Warden – if the fire has not been extinguished evacuate immediately;
- dial 999 or 112 from a landline or mobile whichever is nearest; and
- provide details to the nearest Evacuation Warden, Reception and the Facilities Manager of the exact location and extent of the fire.

On hearing the Fire Alarm, all occupants in the building must:

- evacuate the building immediately via the NEAREST AVAILABLE FIRE EXIT. Do not attempt to take personal belongings before evacuating;
- lifts should not be used when evacuating the building;
- comply with all instructions given by Fire Wardens;
- where possible, assist less able-bodied persons to evacuate safely;
- proceed to the Fire Assembly Point for the building as indicated on the evacuation maps in all of the tea stations; and
- confirm to their Fire Warden that they have safely evacuated the building;
- remain outside the building until the 'all clear' is given.

On hearing the Fire Alarm, Fire Wardens shall:

- put on high visibility 'Fire Warden' vests and begin to evacuate their designated areas
- inspect all accessible rooms in their area of responsibility and instruct occupants to evacuate the building, closing all doors whilst progressing through their area;
- direct building occupants to their nearest emergency escape routes and proceed to the Fire Assembly Point efficiently and calmly without impeding traffic;
- all wardens will carry out a headcount for their area of responsibility and account for any missing persons when reporting to the Facilities Manager/Evacuation Co-ordinator;
- all visitors to the building will be evacuated with the person they are visiting and once safely at the Evacuation Point, the Receptionist will be notified so that they may be accounted for in the Visitors Book;
- take control at the assembly point and ensure that no one re-enters the building until the 'all clear' has been given by the Facilities Manager/Evacuation Co-ordinator and the Emergency Services; and
- attend the post-evacuation debrief and report any particular difficulties encountered during the evacuation.

Fire Wardens

A full list of Fire Wardens and exit maps are clearly visible along the fire escape routes throughout the building. In the event that a staff member moves floor or desk location, they are required to become familiar with the respective Fire Warden and fire escape route for the new location.

7.5 Fire Exits

Escape routes via the stairwells are located on each level. There are two stairwells on each level and they are indicated by a sign above the door leading to them. As part of Induction training, new joiners will be shown their nearest fire exit based on the location of their office or workstation. Please remember the Fire Assembly Point for the organisation is as indicated on the evacuation maps in all of the tea stations.

7.2.1.1 First Aid

A full list of first aiders and first aid boxes are located at the tea/coffee stations on each level.

Please report any serious issues or injury to the HR team or the Facilities Manager.

For further information on the organisation's safety procedures, please refer to the safety notices located near the tea/coffee station on each level.

7.2.1.2 Hazards

Should a staff member notice anything out of order that could be viewed as hazardous to others, please notify the Facilities Manager. This includes, but is not limited to, such items as an electrical fault, an unlit area, a faulty door or ceiling, broken glass, a leak or slippery surface.

7.2.1.3 Equipment Testing

The organisation will ensure that all equipment is tested and maintained on a regular basis by a suitably qualified person or sub-contractors, in accordance with legal requirements. This includes fire extinguishers, fire alarms, lifts, air conditioning units, heating and cooling systems. Records of these tests will be kept and made accessible by request to the Head of HR.

7.2.1.4 Office Health and Safety Measures

- All staff will inform Reception/Security if they are working past core business hours or are attending the office at the weekend. Security will conduct regular welfare checks to ensure the safety and welfare of any persons who are working outside core business hours or are classified as lone or vulnerable workers.
- Furniture and equipment must be arranged to avoid injury from sharp corners.
- Untidy areas and methods of working create unacceptable risks and must be avoided at all times.
- Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy. Only one drawer of a filing cabinet must be open at a time, to avoid tipping, and must not be overloaded.

- Cables from telephones and leads to office electrical equipment should not be laid across the floors to cause a tripping hazard.
- Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
- At the end of each working day or shift, non-essential appliances are to be switched off.
- Any simple adjustments to electrical equipment must be made with the power switched off.
- Fire doors must be kept closed at all times and must not be jammed or wedged open.
- Fire exits must be kept clear at all times.
- Fire extinguishers are to be kept readily accessible and, where possible, are to be positioned on wall brackets. Staff must be aware of the fire extinguisher location, the method of operating the fire extinguishers, and the fire drill procedure for evacuation.

8. Responsibility and Review

Management has overall responsibility for the organisation's health and safety management system, the operation of which is delegated to the outsourced Facilities Management provider. The Head of HR is responsible for ensuring that this policy is communicated to staff and that the policy is implemented in a consistent manner. The policy will be reviewed by the Managing Director, the Facilities Manager and the Head of HR on an annual basis and will be amended as required at the sole discretion of the organisation and as required to comply with legislation.
