

GA01 Health and safety policy

Health and safety policy			
This is the statement of general policy and arrangements for:			
Name of organisation			
Overall and final responsibility for health and safety is that of:			
Name of employer			
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:			
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			
To provide adequate training to ensure employees are competent to do their work			
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health			
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)			
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances			
To ensure accidents and incidents are recorded and reported under RIDDOR (see note 2 below)			
Health and safety law poster is displayed			
First-aid box and accident book are located			
Subject to review, monitoring and revision by		Every	months or sooner if work activity changes
Name	Position	Signature	Date

Note 1: www.communities.gov.uk/fire/firesafety/firesafetylaw
Note 2: www.hse.gov.uk/riddor