



# Health and Safety Policy





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# GUIDANCE

## Introduction

Having a good health and safety record is recognised as being good for both your employees and your business.

Protecting your workforce and others affected by your activities is vitally important. There are many advantages of having a good health and safety record, one of the most easily identifiable of which is lower insurance premiums for a company with few or no health and safety incidents. However, it is estimated that this is just one of the potential financial rewards as the following costs can also result from a health and safety incident:

- Sick pay
- Damage or loss of product and raw materials
- Repairs to plant and equipment
- Loss of productivity
- Overtime working and temporary labour to make up for any loss of productivity
- Production delays
- Investigation time
- Fines

An important way of maintaining good health and safety in the workplace is by having a health and safety policy which is clear, concise and made known to everyone in the workplace. The law requires that employers with five or more employees must have a written health and safety policy statement, and increasingly clients are requiring all contractors to produce a written health and safety policy to demonstrate their commitment to health and safety. It is therefore strongly advisable for all contractors to have a written health and safety policy regardless of the number of people they employ.



# Writing a Health and Safety Policy

Your health and safety policy needs to be tailored to meet the circumstances of your business — there is no one size fits all solution. An effective policy must set out the:

- **Aims and objectives** of the policy — usually in the form of a statement of intent
- **Responsibilities** identifying who is responsible for each aspect of the policy
- **Arrangements** i.e. the procedures to be followed to ensure the commitment in the statement of intent is realised.

## Aims and Objectives

Before detailing how various aspects of health and safety are to be dealt with, the overall aim of the policy must be set out in a statement to underscore your business's commitment to providing a safe and healthy work environment.

## Responsibilities

This part of the policy demonstrates your business's commitment to health and safety by allocating responsibility for the proper implementation of the various aspects of the policy. It is important to identify the individual worker's responsibilities on health and safety matters as well as those people within the organisation who are responsible for specific aspects of the policy (e.g. ordering and issuing Personal Protective Equipment).

An important aspect of this part of the policy is identifying the person responsible for ensuring that the policy as a whole is implemented. This individual should be a person of high seniority in the organisation such as the proprietor, managing director or chairman of the board — the seniority of the person's position is an indicator of how seriously health and safety is taken within the business.

## Arrangements

This part of the policy sets out the way in which those responsible for implementing the different aspects of the policy achieve these aims.

For example, one of the aims of your policy will be to communicate effectively with your workers; the responsibility for achieving this aim may be given to the managing director; and the arrangements for implementing it may include:

- details of **toolbox talks** (when and where the talks happen, who runs them, who attends)
- **posters and notices** to be displayed in the workplace
- Health and safety **training** for workers (process for identifying and meeting health and safety training needs)
- procedure for any **collective consultation** (how employee representatives are chosen, when and how they are consulted with)
- arrangements for workers to complete details in the **accident book** (where the book is kept, who reports accidents and incidents)
- procedure for **employees** to raise any health and safety matters with management on an ad hoc basis.

## Informing Employees and Others

Producing a good health and safety policy is only part of the job — it is equally important to ensure that the contents of the policy are communicated to and understood by your workforce. As well as providing a copy of the health and safety policy to each employee and attaching it to staff noticeboards, the policy must also be explained verbally to all employees. For new employees, the policy can be explained at induction training with relevant aspects being reinforced at toolbox talks. If the policy is revised, training should be given to make sure existing employees are aware of the contents of the new or revised health and safety policy.



As circumstances change, so do aspects of health and safety and you should ensure that your business's health and safety policy is kept under review and amended as necessary with employees being made aware of any changes. The policy should be reviewed and signed at least every twelve months and whenever your activities change.



## The Law and Good Practice

The Health and Safety at Work Act places an obligation on everyone in the workplace to take responsibility for the health and safety of themselves, their co-workers and any passers by. Employers are required to ensure, as far as reasonably practical, the health, safety and welfare of all employees while at work.

As already mentioned, the law requires all employers with five or more employees to have a written health and safety policy; however, it is strongly recommended that those with less than five employees also put their health and safety policy in writing.

**A sample health and safety policy is contained at the end of this document – if you wish to use it as a basis for your company's health and safety policy, it is important to ensure that it is amended to reflect the aims, objectives and operational arrangements of your own business, and to include any additional legal obligations which apply.**

**There are many legal obligations relating to different specialist sectors and you must incorporate the requirements relevant to your sector and your business into your health and safety policy. Good sources of information on these obligations will be your trade association and the Health and Safety Executive.**

Health and safety legislation and good practice require:

- **Competent Advice** – Having access to competent health and safety advice either in-house or externally (e.g. trade associations, consultants). Displaying a poster (or providing a leaflet) telling employees what they need to know about health and safety including the duties of everyone within the business in respect of managing health and safety. The Health and Safety Law poster is available from Construction Industry Publications on 0870 078 4400. Membership of an NSCC trade organisation also gives your business access to a health and safety telephone helpline provided by Safety Services (UK) Ltd on 0845 402 5050.
- **Consultation** – Consulting with your employees can take place directly, through trade union representatives, or through an elected representative. You may have regular meetings with your workers for other aspects of their employment and these can be expanded to include health and safety matters, or it may be appropriate for your business to have a direct dialogue with employees on health and safety on a daily or weekly basis.
- **Emergency Procedures** – Assessing the risk of fire and weighing up whether enough has been done to protect the workforce and comply with the law. For fire escapes, extinguishers and alarms, you should state who checks them and how often, as well as where they are located. You need a routine in case of a fire or other emergency evacuation. You should test your alarms and emergency procedures regularly. Detail who carries out the fire risk assessments when your fire extinguishers, alarms and emergency evacuation procedures are tested and maintained.
- **Hazardous Substances** – Assessing the risks from all substances that are hazardous to health. These are known as your COSHH assessments on substances your employees use (such as adhesives, paints, cleaning agents and solvents) and substances generated from work activities (dust, fumes and vapour). Your assessments should identify any health risks presented by these substances and you should take steps to remove, reduce, or control the risks.



- **Monitoring** – Being able to show you are checking working conditions and systems of work i.e. monitoring health and safety. You can do this both before an incident occurs to minimise risk and after something goes wrong to prevent recurrence.
  
- **Noise** – Assessing the risks from noise by ensuring that an assessment is carried out by a competent person. If the assessment reveals a risk of excessive exposure to noise, take steps to remove, reduce or control the noise level. Where noise cannot be reduced by other means and hearing protection is required, ensure employees are trained in the correct use and care of hearing protection equipment, and on safe working when wearing it.
  
- **Plant and Equipment** – Ensuring that all plant and equipment that requires maintenance (e.g. pre-shift checks, servicing and thorough examination) is identified and that the maintenance is carried out. It is useful to have an inspection record book to record the maintenance and inspections. Before buying new or second-hand plant and equipment, you must check it meets the appropriate safety standards including the relevant CE marking or has a certificate of conformity.
  
- **Protective Equipment** – Ensuring that Personal Protective Equipment (PPE) is provided to employees and that it is in working order, in good repair and maintained in an efficient state.
  
- **Recording Accidents** – Recording accidents (even minor ones) can help identify whether there is a health and safety problem in a particular area that needs to be addressed.

You must report certain types of accidents and ill-health at work to the Health and Safety Executive (HSE). Information on the types of incidents that must be reported is set out at [www.riddor.gov.uk](http://www.riddor.gov.uk). Report such incidents using forms 2508 (accidents) or 2508A (ill health) (available from Construction Industry Publications on 0870 078 4400 or HSE books on 01787 881165) by:

- Telephone: 0845 300 9923
- Fax: 0845 300 9924
- Online: [www.riddor.gov.uk](http://www.riddor.gov.uk).
- Post: Incident Control Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

- **Risk Assessment** – Assessing the risks to the health and safety of anyone who may be affected by your work activities to weigh up whether enough has been done to protect the workforce and comply with the law. You need to record the significant findings of your risk assessments in writing. Once you have carried out your risk assessments, you must take any necessary action to remove, reduce or control the risk as far as is reasonably practical.
- **Selection of Contractors** – Detailing within your policy your health and safety related prequalification methods and controls over the sub-contractors working for you.
- **Training** – Providing all employees when they start work with health and safety induction training which covers basic health and safety such as first aid procedures and fire safety. Employees will also need job-specific and site-specific health and safety training. You should provide periodic health and safety training for people if skills are not used regularly or the risks change.
  - Some jobs and tasks will require additional specialised training (e.g. manual handling, driving, slinging techniques, confined space entry and asbestos removal).
  - It is important to keep records of training (even training you have provided in-house) to show that your employees have received training. You should monitor the training records, so that refresher training is given when necessary.
  - In terms of first aid training, you must provide, as a minimum, a stocked first aid box and an appointed person to take charge of first aid requirements.
- **Young Workers** – Ensuring that any young workers, trainees or students on work experience are properly instructed and supervised. You must also carry out specific risk assessments for young people. If your employees go to work for another employer on your behalf, you will need to check that they are given relevant health and safety information for that location.
- **Reviewing Procedures** – Showing that there are arrangements in place for reviewing the health and safety policy and procedures.



# SAMPLE HEALTH AND SAFETY POLICY

## Health and Safety Policy Statement

### AIMS AND OBJECTIVES

This is the Health and Safety Policy Statement of:

#### **Specialist Contractor Ltd**

As managing director, I commit the company to a high standard of health and safety and will comply with all statutory duties on health and safety to ensure, as far as reasonably practical, the health, safety and welfare of all employees in the workplace.

This company will provide safe and healthy working conditions for its employees and other people working under its control and will ensure that the conduct of their work does not endanger employees of others or members of the public.

Sufficient time and resources will be allowed for health and safety and the company will:

- provide adequate control of health and safety risks arising from its works;
- consult with its employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks and give them adequate training;
- maintain safe and healthy working conditions;
- ensure that any deliberate breach of health and safety rules and procedures lead to disciplinary action; and
- review and revise this policy as necessary at regular intervals not exceeding 12 months.

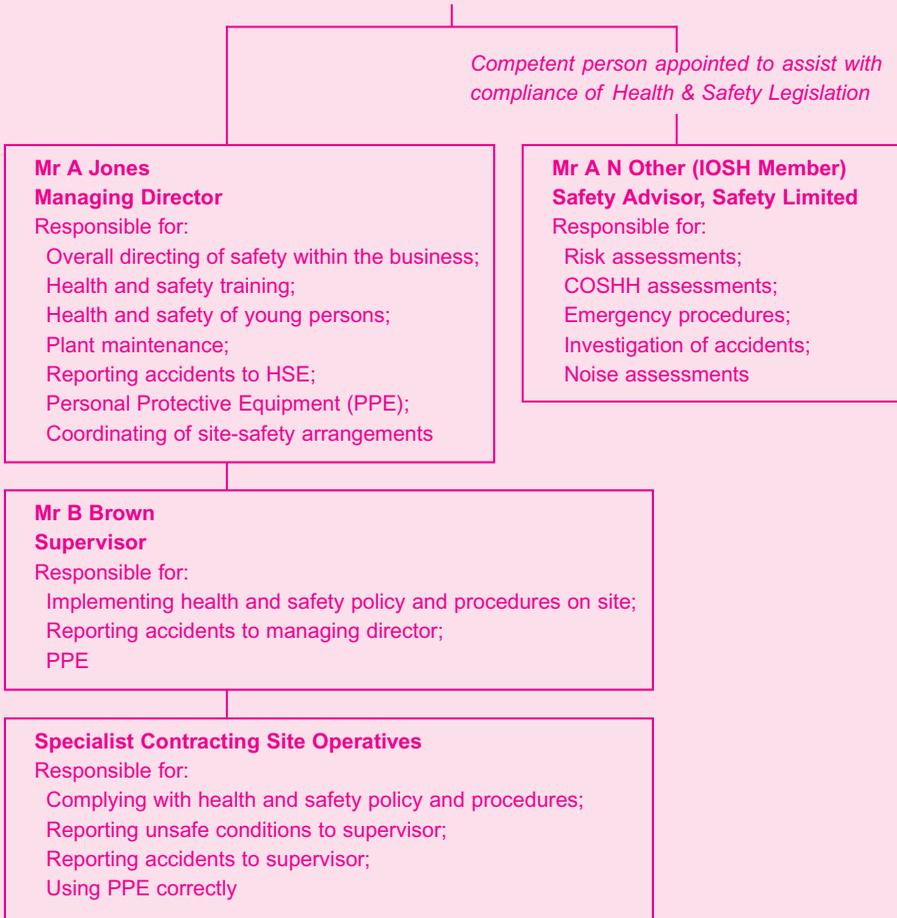
As managing director, I will set a good personal example to others in complying with the duties laid upon me and will expect all employees to co-operate with the company in respect of this policy to ensure it is carried out.

Signature: .....

Date: ..... Review Date: .....

# RESPONSIBILITIES

## Organisation Chart for Specialist Contractor Ltd, 1 High Street, New Town



All employees have an absolute duty to comply and co-operate with the safety management arrangements and procedures of our business and those of our clients businesses when working on their premises or sites.

All employees must:

- Co-operate with supervisors on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to their supervisor

# ARRANGEMENTS

## Health and Safety Risks arising from our Work Activities

Risk assessments will be undertaken to identify all hazards and risks associated with the company's activities. The significant findings of risk assessments will be documented separately from this policy, and actions to remove, reduce and control risks will be approved, implemented and reviewed.

Risks to young persons will be specifically identified, and removed, reduced or controlled.

All employees shall be informed about the hazards associated with their work activities and method statements will be developed for tasks with significant hazards or risks.

Risk assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

## Consultation with Employees

Employee consultation on health and safety matters will take place with trade union representatives, elected employee representatives or individual employees.

The procedures for consultation are:

- Weekly toolbox talks on site
- Bi-monthly company management meetings

## Safe Plant and Equipment

The managing director is responsible for ensuring that:

- all plant, machinery and equipment requiring maintenance is identified and effective maintenance procedures are drawn up
- all maintenance procedures are followed
- any borrowed or hired equipment is accompanied by all appropriate maintenance and inspection records.

Employees are responsible for ensuring that:

- all plant and equipment (including electrical equipment) is inspected visually prior to its use
- any defects are reported immediately to their supervisor.

## Safe Handling and Use of Substances

All substances used regularly have been identified and COSHH assessments have been undertaken to identify any hazards associated with the substances. Action to remove, reduce or control any risks identified has been taken.

All new substances will be identified and COSHH assessments will be undertaken to identify any hazards associated with the substances. Action to remove, reduce or control any risks identified will be implemented and reviewed.

Relevant employees shall be informed about the outcome of the COSHH assessments.

COSHH assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

## Information, Instruction and Supervision

The Health and Safety Law poster is displayed at Head Office and the information contained within it is also set out in this policy.

All young persons and trainees will be appropriately supervised.

Toolbox talks will be given where appropriate and information from assessments undertaken will be provided to all relevant workers.

## Competency for Tasks and Training

Health and safety training needs will be identified and appropriate training given.

Construction Skills Certification Scheme (CSCS) cards will be held by, or be in the process of being obtained for, all employees.

Records of all health and safety training undertaken will be kept at Head Office.

## Accidents, First Aid and Work-Related Ill Health

Employees are required to report all accidents, near misses and cases of work-related ill health immediately to their supervisor and complete the accident book which is kept at Head Office.

All accidents, diseases, and dangerous occurrences will be reported by the managing director to:

Incident Control Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG  
Telephone: 0845 300 9923  
Fax: 0845 300 9924

First aid boxes are provided in each company vehicle and must be checked on a regular basis and replenished as necessary by the driver.

Whenever possible, the first aid arrangements of the Principal Contractor will be utilised. The location of first aid boxes and names of first aiders or appointed persons will be clearly indicated at each site.

## Emergency Procedures

The Client or Principal Contractor's fire risk procedures will be followed on site.

Head Office emergency procedures (including carrying out fire risk assessments and testing and maintaining of fire extinguishers, fire alarms and emergency evacuation procedures) are set out in signs attached to or next to the fire extinguishing equipment.

## Personal Protective Equipment

Appropriate Personal Protective Equipment (PPE) will be provided and maintained in working order and in good repair (including replacement and cleaning).

The use of safety helmets and safety footwear is required on all sites.

Employees are required to use PPE in accordance with the instructions given. Any defects or problems with PPE must be reported by employees to their supervisor.

Employees must not misuse PPE. Misuse (including negligence) of PPE will be treated as a disciplinary offence under our disciplinary rules and procedures.

## Contracting

When selecting contractors, we will ensure that they have a written health and safety policy or, if this is not required by law, we will require them to abide by this policy.

## Monitoring

To check our working conditions and ensure our safe working practices are effective and being followed, we will monitor and review health and safety policy and practices by:

- Active Monitoring — monitoring feedback from the workforce, site supervisors' records and reports, and our clients' safety inspections.
- Reactive Monitoring — recording and investigating occupational ill health, injury, damage to property and plant, and near misses.

## Overall Review

Our policy and procedures will be reviewed every 12 months.

## USEFUL CONTACTS

### **CITB-ConstructionSkills**

Telephone: 01485 577577

Website: [www.citb-constructionskills.co.uk](http://www.citb-constructionskills.co.uk)

### **Health and Safety Executive (HSE)**

HSE Infoline: 0845 345 0055

HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

### **National Specialist Contractors Council (NSCC)**

Telephone: 0870 429 6351

### **Safety Services (UK) Ltd**

Telephone Helpline: 0845 402 5050

### **NSCC Member Organisations:**

ACIFC	Association of Concrete Industrial Flooring Contractors	0870 429 9176
AIS	Association of Interior Specialists	0121 707 0077
ASA	Association of Sealant Applicators	01268 696878
ASFP	Association for Specialist Fire Protection	01252 739142
ATLAS	Association of Technical Lightning & Access Specialists	01159 558818
BALI	British Association of Landscape Industries	02476 690333
BBSA	British Blind and Shutter Association	01827 52337
BDA	British Drilling Association	01327 264622
CFA	Contract Flooring Association	01159 411126
DSA	Drilling and Sawing Association	01773 820000
FASET	Fall Arrest Safety Equipment Training	020 7397 8128
FBSC	Federation of Building Specialist Contractors	0870 429 6355
FeRFA	Resin Flooring Association	01252 739149
FPDC	Federation of Plastering and Drywall Contractors	020 7580 3545
FPS	Federation of Piling Specialists	020 8663 0947
FRA	Flat Roofing Alliance	01444 440027
GGF	Glass and Glazing Federation	0870 042 4255
INCA	Insulated Render & Cladding Association	01428 654011
MAC	Mastic Asphalt Council	01424 814400
NASC	National Access & Scaffolding Confederation	020 7397 8120
NFRC	National Federation of Roofing Contractors	020 7436 0387
PDA	Painting and Decorating Association	02476 353776
RIDBA	Rural & Industrial Design & Building Association	01449 676049
SAEMA	Specialist Access Engineering and Maintenance Association	020 7397 8122
SAPCA	Sports and Play Construction Association	02476 416 316
SFGB	Stone Federation Great Britain	01303 856123
SMWBA	Scottish Master Wrights and Builders Association	01360 770583
SPRA	Single Ply Roofing Association	01159 144445
SWA	Steel Window Association	020 7637 3571
TTA	The Tile Association	020 8663 0946

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