

Health and safety policy template

Part 1: Statement of intent

(Instruction: fill out all sections accurately and explain what your business aims to achieve by implementing robust health and safety procedures in the 'policy statement' section below.)

This is the health and safety policy statement of:

Address of premises:

Name of responsible person:

Policy statement

The aim of this health and safety policy is to:

Signed:

Date:

Policy review due:



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Part 2: Responsibilities for health and safety

(Instruction: name all Responsible Persons, Competent Persons, Supervisors, Managers, Fire Wardens, First Aiders, etc. who have health and safety duties in the organisation, including training, compliance and reporting.)

The following named people have specific health and safety responsibilities:

Name:

Job Role:

Responsibility:

Name:

Job Role:

Responsibility:

Name:

Job Role:

Responsibility:

Name:

Job Role:

Responsibility:

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The following named people have specific health and safety responsibilities: (continued)

Name:	
Job Role:	
Responsibility:	

Name:	
Job Role:	
Responsibility:	

Name:	
Job Role:	
Responsibility:	

Name:	
Job Role:	
Responsibility:	

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Part 3: Arrangements for health and safety

(instruction: fill out each section in as much detail as possible. Include links to relevant documents where necessary. Add your own sections to this part to ensure content is tailored to your organisation.)

Risk assessment results:

Policy for use of PPE, machinery and/or work equipment:

Codes of practice:

Staff training schedule:

Emergency/evacuation procedures:

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Part 3: Arrangements for health and safety (continued)

(instruction: fill out each section in as much detail as possible. Include links to relevant documents where necessary. Add your own sections to this part to ensure content is tailored to your organisation.)

Reporting procedures:	

Policy written and completed by:

Name:	
Position:	
Date:	