

GAUNTLET

HEALTH & SAFETY



PROTECT

HEALTH & SAFETY POLICY

For Sample Company Ltd

Valid 00/00/0000 - 00/00/0000

WWW.GAUNTLETHEALTHANDSAFETY.COM



HEALTH & SAFETY COMPETENT PERSON SUPPORT CERTIFICATE

This is to certify that:

Gauntlet Health & Safety

have been retained by:

Sample company Ltd

to act as their competent person in
relation to Health & Safety matters.

00/00/0000 – 00/00/0000

HEALTH & SAFETY POLICY DETAILS

Name	Sample Company
Business Description	-
Address	-
Postcode	-
Telephone	-
Fax	-
Mobile	-
Email	-
Web	-
Contact	-
Position	-
Turnover	-
Number of Employees	-
Number of Sites	-

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Asbestos
At Work Road Safety
Control of Contractors
COSHH
Defect Reporting
Disabled Persons
Display Screen Equipment
Electricity at Work
Emergency Procedures
External Areas
Fire
First Aid
Fuel Storage
Health and Safety Management
Homeworking
Lifting Equipment
Lone Workers
Manual Handling
New or Expectant Mothers
Noisy Environments
Personal Protective Equipment
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HEALTH & SAFETY POLICY STATEMENT

Sample company LTD

Sample company Ltd is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times and that there are progressive improvements in health and safety performance.

It is Sample company Ltd's policy, as far as is reasonably practicable, to:

- Provide safe systems of work
- Provide and maintain safe plant and equipment
- Provide a safe place of work with safe access and egress
- Provide for the safe use, handling, storage and transport of all articles and substances used
- Provide a safe working environment
- Provide adequate and sufficient information, instruction, training and supervision

Adequate facilities and arrangements will be maintained for there to be effective communication and consultation regarding health and safety issues.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must cooperate with us to enable all statutory duties to be complied with. Employees have a legal obligation to take reasonable care of their own health & safety, and for the safety of other people who may be affected by their acts or omissions.

The company's performance will be monitored to ensure that the health and safety objectives are achieved. The health and safety policy will be regularly reviewed and, if necessary, revised in the light of legislative or organisational changes.

Signed: _____

Date: _____

NAME

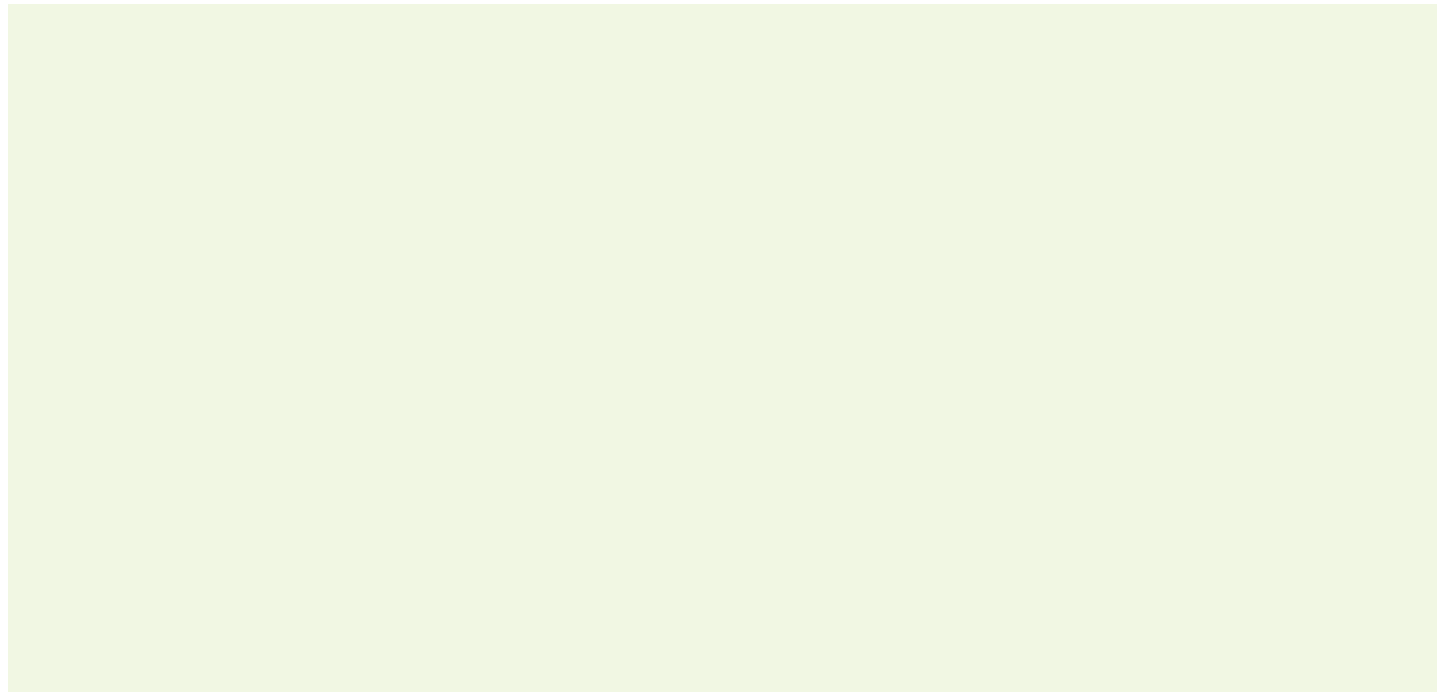
Managing Director

Month 2015

ORGANISATION & RESPONSIBILITIES

Sample Company LTD

Organisational Chart



Individual Responsibilities for Health & Safety

All staff have a responsibility for health and safety in law and as a part of the company's procedures and the specific responsibilities for each person shown in the company's organisational chart are detailed in this section.

Responsible Person Summary

Individuals within the company have been allocated responsibilities to ensure the implementation of various parts of the Health & Safety Management System. Those persons allocated responsibilities for individual Health & Safety topics detailed in Section 4 are shown in the Responsible Person Summary in Section 3.

Managing Director

The **Managing Director** has overall and final responsibility for health and safety within the company. The Managing Director is responsible for:-

- Producing, implementing and managing an effective and comprehensive Health & Safety Policy.
- To ensure adequate resources are available to meet the objectives of the Health and Safety policy.
- Planning and organising people and resources within their area of control so as to effectively implement the Health and Safety management system and support the Health and Safety policy.
- Carrying out procedures within the company's Health and Safety management system for which the Managing Director is a named as a responsible person within the procedure.
- Communicating Health and Safety information to managers and employees within the company as appropriate, to promote commitment to the Health and Safety policy throughout the company.
- Ensuring there is adequate co-operation and co-ordination between any contractors or visitors he may arrange to attend the company's property and employees, visitors and other contractors.
- Controlling, monitoring and reviewing the health & safety performance of employees within their control for the purpose of supporting the Health and Safety policy.
- Ensuring the health & safety competence of employees within his control so that they can adequately deal with the health & safety aspects of their duties.
- Chairing the Health and Safety committee and to control and co-ordinate the activities of committee members.

XYZ Position

The **XYZ** reports on health & safety matters to the Managing Director, and is responsible for:-

- Planning and organising people and resources within his area of control so as to effectively implement the Health and Safety management system and support the Health and Safety policy.
- Carrying out procedures within the company's Health and Safety management system for which the Works Manager is named as a responsible person within the procedure.
- Controlling and reviewing the activities of contractors or visitors he may arrange to the company's property.
- Communicating Health and Safety information to employees within his control and reporting Health and Safety issues raised by their employees to the Managing Director.
- Reporting Health and Safety issues arising from the monitoring process to the Managing Director.
- Ensuring there is adequate co-operation and co-ordination between any contractors or visitors he may arrange to attend the company's property and employees, visitors and other contractors.
- Monitoring the implementation of the company's Health and Safety management system to meet the objectives of the Health and Safety policy and to take appropriate remedial action when necessary.
- Regularly reviewing, and when necessary amending, the Health and Safety policy and the supporting management system.
- Controlling, monitoring and reviewing the health & safety performance of employees within his control for the purpose of supporting the Health and Safety policy.
- Ensuring the health & safety competence of employees within his control so that they can adequately deal with the health & safety aspects of their duties.
- Ensuring that the employees within the company to whom duties have been delegated within the Health and Safety management system have been made aware of their duties, have accepted their duties and are competent to undertake them. Where the necessary competence is not available within the organisation, assistance will be sought from outside the company. Gauntlet Health & Safety are acting in support of the Works Manager and will provide expert resource, advice and management where required.
- Attending the Health and Safety committee meeting and co-operating with other committee members.

XYZ Position

The XYZ reports on health & safety matters to the Works Manager, and is responsible for:-

- Planning and organising people and resources within his area of control so as to effectively implement the Health and Safety management system and support the Health and Safety policy.
- Carrying out procedures within the company's Health and Safety management system for which the xxx is named as a responsible person within the procedure.
- Communicating Health and Safety information to employees within his control and to report Health and Safety issues raised by their employees to the Works Manager.
- Reporting Health and Safety issues arising from the monitoring process to the Works Manager.
- Controlling, monitoring and reviewing the health & safety performance of employees within his control for the purpose of supporting the Health and Safety policy.
- Ensuring the health & safety competence of employees within his control so that they can adequately deal with the health & safety aspects of their duties.
- Ensuring all new and temporary employees receive induction training for working at company's property and that induction training is recorded.
- Attending the Health and Safety committee meeting and co-operating with other committee members.

Employees

Employees have responsibilities imposed on them by health and safety legislation.

These include:

Section 7 – Health and Safety at Work etc. Act 1974

- a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b) to co-operate with their employer to enable him to comply with any duties or requirements imposed on him.

Section 8 – Health and Safety at Work etc. Act 1974

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999

Places specific duties on employees to:

- a) use any machinery, equipment, dangerous substances or safety devices provided to him by his employer in accordance with any training or instructions provided by the employer in compliance with any statutory provisions; and
- b) inform his employer of any work situation which may represent a serious and imminent danger to health and safety; and
- c) inform his employer of any matter, which may represent a shortcoming in the employer's arrangements for health and safety.

Safety Committee

- Attending the Health & Safety committee meeting and co-operating with other committee members
- Chairing the Health & Safety committee and to control and co-ordinate the activities of committee

First Aiders

Each First Aider reports on health & safety matters to the Works Manger and is responsible for:-

- Carrying out procedures within the company's Health and Safety management system for which the First Aider is named as a responsible person within the procedure.
- Discharging their tasks in compliance with their training, authorisation and competence when called upon.
- Ensuring that they are competent to adequately discharge their duties and when they are not competent, to communicate this information to the Works Manger.
- Monitoring those facilities made available to them within their responsibility as a First Aider and reporting any issues to the Works Manger.

Contractors

- Complying with any health & safety instructions, safe systems of work and emergency procedures issued by the client.
- Co-operating with the client's employees, other contractors and visitors
- Reporting accidents and incidents to the contractor's contact before leaving the site
- Complying with any safe systems of work and method statements agreed between the contractors and client

RESPONSIBLE PERSON SUMMARY

Health & Safety Topic	Responsible Person
Accident & Incident Investigation	
Accident & Incident Reporting	
Alcohol & Drugs	
Asbestos	
At Work Road Safety	
Contractors	
COSHH	
Defect Reporting	
Disabled Persons	
Display Screen Equipment	
Electricity at Work	
Emergency Procedures	
External Areas	
Fire	
First Aid	
Fuel Storage	
Health and Safety Management	
Homeworking	
Lifting Equipment	
Lone Workers	
Manual Handling	
New or Expectant Mothers	
Noisy Environments	
Personal Protective Equipment	
Personal Safety	
Pressure Vessels	
Review	
Risk Assessments	
Safe Working Procedures	
Smoking	
Stress	
Shelving and Racking	
Temporary & Casual Staff	
Training	
Vibration	
Water Hygiene	
Work at Height	
Working Environment	
Workplace Equipment	
Workplace Vehicles	
Young Persons	

POLICIES & PROCEDURES

Policies and Arrangements

Accident and Incident Investigation

Accident and Incident Reporting

Alcohol and Drugs

Asbestos

At Work Road Safety

Control of Contractors

COSHH

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Display Screen Equipment

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Health and Safety Management

Homeworking

Lifting Equipment

Lone Workers

Manual Handling

New or Expectant Mothers

Noisy Environments

Personal Protective Equipment

Personal Safety

Pressure Vessels

Review

Risk Assessment

Safe Working Procedures

Safeguarding Children and Vulnerable Adults

Smoking

Stress

Shelving and Racking

Temporary and Casual Staff

Training

Vibration

Water Hygiene

Work at Height

Working Environment

Workplace Equipment

Workplace Vehicles

Young Persons

POLICIES AND ARRANGEMENTS

Overview

There are three parts to a safety policy; these are:

1. The Safety Policy Statement
2. Organisation and Responsibilities for implementing the policy
3. Individual policies for ensuring Health and Safety, including procedures

This section deals with part three.

There are various reasons why it is appropriate to produce a specific policy on a clearly defined health and safety topic. These include:

- To assist in the implementation of a legal requirement
- To demonstrate the organisation's commitment to certain standards, and to clarify the Organisations expectations.
- To put in place a strategy to cope with reasonably foreseeable needs.

The procedures included within this section are those procedures that have been identified during the risk assessments and/ or site visit as relevant and necessary for the client's operation. The Responsible Person Summary page within this manual lists a range of procedures, some of which may be marked as "Not currently applicable" and are not included in this section.

If there are changes to the workplace layout, equipment, processes or workplace practices, procedures marked as "Not currently applicable" may become necessary. Gauntlet Health & Safety should be contacted for advice and to obtain copies of any new procedures required.

Gauntlet Health & Safety consultants will review the procedures in place during site visits and update the Health & Safety Policies & Arrangements section as necessary.

Records

The requirement to keep records is a feature of much health and safety legislation and such records often provide the evidence necessary to show that actions relating to legal requirements have been carried out.

This section provides record templates for the most important record keeping requirements. Other records may also be required depending on the type of risk issues associated with the client's organisation.

ACCIDENT & INCIDENT INVESTIGATION

Duties of the Employer

There are currently no specific regulations that require accidents and incidents to be investigated. However, general duties under the Health & Safety at Work etc Act 1974 and the Management of Health & safety at Work Regulations 1999 require employees' (and other persons') health safety and welfare to be ensured and for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. By investigating accidents and incidents, the immediate and root causes of these events can be identified so that recurrences can be prevented.

Policy

The company recognises its statutory obligations with regard to the management of health and safety and that accident and incident investigation can contribute to improving levels of health and safety performance. The investigation will be approached in a planned manner so that information is not overlooked and data is recorded in a standard manner. An investigation checklist is provided to support this methodology. Investigations must determine both the immediate causes and the underlying root causes of accidents and incidents. This will identify corrective actions that may prevent this event and similar events recurring.

Specific Legislation & Information

Legislation: Management of Health & Safety at Work Regulations 1999

Further Information:

Health and Safety Made Simple. INDG449 (rev1)
Revised Five Steps to Risk Assessment. INDG163 (rev4)
Managing for for Health and Safety (HSG65)

Procedures

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary in Section 3. The Responsible Person will ensure that:-

- All accidents and incident investigations are carried out using the investigation checklist.
- The people undertaking the investigation are trained in the investigation process, competent to undertake the work and are of a level within the company appropriate to the actual and potential severity of the event.
- An incident report is produced as soon as possible, within 7 days. The report is circulated to appropriate persons within the company.
- The investigation report identifies corrective actions that address both immediate and root causes. The corrective actions are implemented within the recommended timescales.
- Investigation records and records of the implementation of the corrective actions are retained for at least three years subsequent to the accident.

Guidance

Factual data should be recorded as part of the accident investigation process. Typical details to be gathered include:-

- Site conditions including lighting, weather conditions.
- Task description including the injured persons competence and authorisation, plant, equipment and any substances being used.
- The use of any safety equipment such as personal protective equipment, guarding etc..
- Compliance with any safe systems of work or permits to work.
- The status of any equipment for which inspection and maintenance programmes are in place or statutory examinations are required.
- Statements should be taken from any eye witnesses as soon as practicable after the event. Investigations should be supported by photographs and sketches

Records

Incident Investigation Report

The following criteria represent a sample of details which should be recorded for incident investigation in the workplace. Consideration should be given to designing a form suitable for the location in which it is to be used.

Company/subsidiary involved.

Details of all companies or subsidiaries involved in any way with the incident.

Location of incident.

Insert details concerning the particulars of exactly where the incident happened. Include specific details such as building/room number. If necessary, a simple line sketch may be used to show specific outside locations or specific areas within rooms.

Date/time of incident.

Type of incident.

Record details concerning the nature and cause of the incident, e.g. a slip on a wet floor, a fall from a ladder.

Potential severity.

This may help to highlight how serious the incident could have been, particularly if investigating a near-miss.

Probability of recurrence.

Determine the probability of the incident happening again without any corrective or preventative measures being introduced.

Description of how incident occurred

If necessary, obtain statements from those involved or witnesses.

Immediate causes

What were the immediate causes of the incident.

Secondary causes

What were the secondary causes of the incident (if any).

Remedial actions

What actions both immediate and long term should be taken to prevent a recurrence.

Signature of investigator

Follow up action

This should highlight who is responsible for implementing the recommendations, when they should be completed, or how successful the improvements have been.

Name, position and Signature of reviewer