

HEALTH & SAFETY POLICY

A FU⁺UREPLUS GUIDE

WHAT IS A HEALTH & SAFETY POLICY?

A Health & Safety Policy sets out your organisation's general approach and commitment to health and safety, together with the arrangements you have put in place for managing health and safety in your business. It should outline **who does what, when and how**.

If you are based in the UK, and have **five or more employees**, you must write your policy down. If you have fewer than five employees you do not have to write anything down, but it is still useful to do so.

You must **share** the policy and any changes to it with your employees, and it should be **reviewed** at least once a year.

DEFINITIONS



What is a Hazard?

A hazard is something in your business that could cause harm to people, such as chemicals, electricity, or the requirement to work at height.

What is a Risk?

A risk is the chance, whether small or large, that a hazard could cause harm.

Your policy should include information on how you plan to eliminate or reduce the risks or hazards in your workplace.

Risk Assessment

You will need to carry out a Health & Safety risk assessment in conjunction with your policy, and make sure that it is renewed annually, or whenever working practices change.

We can offer a free risk assessment template if needed - please ask for more information: team@future-plus.co.uk

WHAT SHOULD THE POLICY COVER?

+ STATEMENT OF INTENT

This should set out your commitment to managing health and safety effectively, and what you want to achieve.

- Maintaining equipment
- Information provision, instruction and supervision
- Fire safety and Wardens
- Emergency procedures and evacuation

+ RESPONSIBILITIES FOR HEALTH & SAFETY

This should include details of who within your business is responsible for specific H&S actions, including day-to-day and overall responsibility for the following:

- Risk Assessments
- First Aid
- Accidents
- Work-related ill health

It should also include information on who the policy is applicable to (i.e. employees, contractors, visitors etc.)

ARRANGEMENTS FOR HEALTH & SAFETY



This should include information on your risk assessment processes and training process that are rolled out to your employees, and how regularly they are reviewed.

WHAT SHOULD THE POLICY COVER?

+ EVACUATION & EMERGENCY PROCEDURES

This section should include your evacuation procedures, including the evacuation meeting points.

If you are in a shared building, these should be provided by your landlord or building manager.

Details of evacuation procedures and meeting points should also be made available near exits and should be clearly visible.

+ LONE WORKING

You may wish to include the procedures employees should follow if they are working alone, for example visiting a client. This may include, but is not limited to:

- Keeping diaries up-to-date, with details of external meeting locations.
- Ensuring another member of staff is aware of the whereabouts of an employee who is working alone
- How the employee should react if in an unsafe or threatening situation.

EXAMPLES OF HEALTH & SAFETY PROVISIONS



Signage to highlight risks

Regular staff training

Keeping a well-stocked and regularly checked first aid kit



Storing hazardous chemicals responsibly

Ensuring you provide quality PPE/ safety equipment such as goggles, boots, and high visibility clothing, if needed



Anti-slip flooring

Quality lighting

Keeping an accident and incident record

NEED MORE HELP?

We can supply a structured template for a health and safety policy and risk assessment. We also offer consultancy services if you would like more comprehensive support.

Please let us know if you would like more information – we would be happy to provide a quote for either service:

team@future-plus.co.uk

