

Health & Safety policy template

All you need to know to
create a Health & Safety
policy for your business.



Welcome to your quick and handy guide to creating a Health & Safety policy for your business!

Having a clear and effective policy is not just about fulfilling a legal obligation - if you have over five employees, you're legally required to have a written Health & Safety policy - it's also about caring for the people who make your business thrive. By setting out a solid Health & Safety policy, you're safeguarding your team, your customers, and your business by making sure everyone's on the same page when it comes to safety.

Let's dive in! Below our Health & Safety experts have set out how you need to structure your policy and what to cover in each section.

1.0 Policy statement

This is where you declare your commitment to safety. It's the foundation of your whole policy.

- **General Statement Of Intent** - Pledge your allegiance to safety laws and principles. Make sure to include the Health and Safety at Work (etc.) Act 1974 and any other regulations you need to follow.
- **Resources** - Detail how you'll provide resources (like training, equipment, etc.) to ensure safety.
- **Employee/contractor awareness** - Commit to informing everyone about their safety responsibilities.
- **Training** - Show that you're proactive about training and keeping everyone on site adequately skilled for tasks/equipment.
- **External advice** - Confirm that you'll seek external advice/support where necessary.
- **Accountability** - State who's responsible for the policy (usually the managing director/employer) and when it will be reviewed.



Why do you need a Health & Safety policy?

- If you have over five employees, it's a legal requirement to have a written Health & Safety policy - and its good practice even if you don't.
- It can help prove you've met your legal obligations if anything like an accident ever happens and you're facing claims or prosecutions.
- It helps keep your people and anyone your business interacts with safe by making clear roles, responsibilities, procedures, and key safety considerations.



2.0 Organisation and managerial responsibilities

Define the hierarchy of your team here and who is responsible for what, including:

- Who owns/manages the company
- Your responsible person
- Who is responsible for the organisation of the workforce and the implementation of the policy
- The person responsible for the day-to-day operations of the company,

3.0 Employee/contractor responsibilities

Spell out what's expected of each individual (employees and contractors) when it comes to safety, including things like:

- **Care** - Everyone should prioritise their safety and that of their colleagues.
- **Cooperation** - Teamwork is key! Employees should work together with leadership on safety protocols.
- **Equipment and housekeeping** - Outline how employees should handle equipment and maintain their workspace.
- **Accident and incident reporting** - How should accidents and near-misses be reported and what's the protocol?
- **Training and PPE** - Set out expectations around training and use of personal protective equipment (PPE).

4.0 Staff consultation

This section emphasises open communication. Encourage team members to speak up if they notice safety concerns or have ideas for improvement.

5.0 Safety functions and responsible persons

Break down safety tasks relevant to your business and assign them. From risk assessments to first aid arrangements, designate who's responsible for each function.

6.0 Arrangements for carrying out duties

Details, details, details! Go over all the procedures and protocols your company has regarding each relevant function, such as risk assessments, cases of serious or imminent danger, working at height, manual handling assessments, and more.

7.0 & 8.0 Detailed duties

Here, you'll dive deeper into specific areas like electrical work, fire safety, young workers, transport safety, pregnant workers, and machinery operation and set out who is responsible and what the relevant procedures are. The more comprehensive you can be, the better. Also include more details on things like accident reporting and investigation.

9.0 Conclusion

Reiterate your commitment to safety and thank everyone for their role in upholding the policy.

Remember:

This is a living document! Regularly review and adjust your policy to fit the evolving needs and risks of your business.

Want someone to do it for you?

A solid Health & Safety policy is the foundation of your business' Health & Safety compliance. But there's a lot to consider when putting yours together, and we're sure your to-do list is long enough anyway. So, we'll put yours together for you, along with your Health & Safety handbook, policies, and support you with creating risk assessments and any other gaps in your Health & Safety documentation.

Then we'll store them all in Atlas, our online Health & Safety hub, for you and help you keep them up to date. You can also assign e-learning, log accidents, and get 24/7 Health & Safety advice - all in one cost-effective package!

Simply call **0345 844 1111** to chat with our team and get your free no-obligation quote today.