

Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

David Mather Foundation (Name of company)
David Mather Foundation (Name of employer)
Ian Mather

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Ian Mather	Risk assessments to be performed on induction of employees, and evidenced by completing form overleaf. Necessary actions to be taken to reduce the risk of accidents and work-related ill health..
To provide adequate training to ensure employees are competent to do their work.	Ian Mather	To perform risk assesment in conjunction with employee, to highlight risks and ways to mitigate. To provide employee with details of relevant guidance, such as VDU use.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Ian Mather	Performance of initial risk assessment with employee engages them. Employees are expected to communicate any issues as and when they arise.
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.communities.gov.uk/firesafety .	Ian Mather	On induction discuss procedures with employee.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Ian Mather	Employees asked to communicate issues and problems frequently. Any required equipment to be provided to employees by the Foundation.

Health and safety law poster is displayed:	Poster is provided to employees individually.		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923	Homeworkers have access to first aid equipment. Home workers asked to report all accidents. Book to be maintained by Ian Mather and to consult RIDDOR guidance each time to determine if reportable.		
Signed: (Employer)	IM	Date:	20 Jan 2010
Subject to review, monitoring and revision by:	IM	Every:	12 months or sooner if work activity changes

Employers with five or more employees should have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to www.hse.gov.uk/risk

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@connaught.plc.uk.

Combined risk assessment and policy template published by the Health and Safety Executive 09/09

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Company name: David Mather Foundation - Risk assessment for Jasper Mogg place of work

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
VDU	Staff and volunteers through excessive use and insufficient breaks	Guidance on VDU usage provided to employees in the 'Health and Safety Guidance for Employees' document, and importance of understanding iterated.	None	Na	Na	Na
General risks to workplace health, safety and welfare	Staff and volunteers - variety of risks in the workplace	Guidance on safe workplace practices provided to home workers - includes adequate ventilation, temperature, lighting, cleanliness, room space, workstation, seating, maintenance of equipment, exit routes, dangerous substances, doors, windows, washing facilities, drinking water, rest facilities.	None	Na	Na	Na

Assessment review date: (usually within one year, or earlier if working habits or conditions change)

For information specific to your industry please go to www.hse.gov.uk.

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