

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b>		<b>COMPANY NAME</b>
<b>NAME</b>		<b>has overall and final responsibility for health and safety</b>
<b>NAME</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of:</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health ( <b>physical and mental</b> ) by managing the health and safety risks in the workplace		Risk Assessment to identify any issues and address them as appropriate.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work		Check any persons employed that they are capable and qualified to do the job required.
Engage and consult with employees on day-to-day health and safety conditions		Make sure correct PPE is worn, that staff have a clear knowledge of what to do and are comfortable with doing this. Make sure everyone is aware of the activities going on that day and safe distances are kept.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		Regularly maintain/service all vehicles. Electric check once a year. Keep chemicals in chemical store.

Signed: * (Employer)		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	
First-aid box is located:	
Accident book is located:	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

# Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

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

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

**Company name**

**Date of risk assessment:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. Mop floor spills immediately	.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
At Farmers' Markets in particular relating to Covid19 risks....	Member or public or stallholder					
Spread of virus due to contact with members of public: money handling coughing	Member or public or stallholder	Maintain social distance Pre pack all produce Avoid tasters, samples Using contactless payment Only stallholder to touch produce	Wear face mask  Continue to use contactless			

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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