

# Health and safety policy template

## Part 1: Statement of intent

### Health and Safety at Work (NI) Order 1978

This is the health and safety policy statement of

Layers Studio Ltd

(name of company)

### Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed



(employer)

Print

James Hanson

26 / 10 / 2019

Date

26 / 04 / 2020

Review date

## Part 2: Responsibilities

1. Overall and final responsibility for health and safety is that of

James Hanson

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

Paula Donnelly

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name	Responsibility
James Hanson & Paula Donnelly	Risk assessments
James Hanson & Paula Donnelly	Consulting with employees
James Hanson	Maintaining equipment
Paula Donnelly	Information, instruction and supervision
Paula Donnelly	Training
James Hanson	Accident related ill health and First Aid
Paula Donnelly	Fire and Escape

4. All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not to interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed)

## Risk assessments

Risk assessments will be undertaken by

James Hanson (MD) and Paula Donnelly (Director)

The findings of the risk assessments will be reported to

The Board of Directors

Action required to remove/control risks will be approved by

James Hanson

James Hanson

will be responsible for ensuring the action required is implemented

Paula Donnelly

will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed every

6 Months

or when the work activity changes, whichever is sooner

## Part 3: Arrangements

### Consultation with employees

Employee representative(s) are

No Union representatives

Consultation with employees is provided by

Puala Donneely - Director  
James Hanson - Managing Director

## Safe plant and equipment

Not applicable

will be responsible for identifying all equipment/plant needing maintenance

will be responsible for ensuring effective maintenance procedures are drawn up

will be responsible for ensuring that all identified maintenance is implemented

Any problems with plant/equipment should be reported to

will check that new plant and equipment meets health and safety standards before it is purchased

## Safe handling and use of substances

Not applicable

will be responsible for identifying all substances which need a COSHH assessment

will be responsible for undertaking COSHH assessments

will be responsible for ensuring that all actions identified in the assessments are implemented

will be responsible for ensuring that all relevant employees are informed are informed about the COSHH assessments

will check that new substances can be used safely they are purchased

Assessments will be reviewed every

or when the work activity changes, whichever is sooner

## Information, instruction and supervision

The Health and Safety Law in NI poster is displayed at / leaflets are issued by

Health and safety advice is available from

Paula Donnelly

Supervision of young workers/trainees will be arranged/undertaken/monitored by

James Hanson and Paula Donnelly

James Hanson and Paula Donnelly

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information

## Competency for tasks and training

Induction training will be provided for all employees by

James Hanson or Paula Donnelly

Job specific training will be provided by

NA

Specific jobs requiring specific training are

Training records are kept at/by

James Hanson

Training will be identified, arranged and monitored by

Paula Donnelly



## Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs

NA

Health surveillance will be arranged by

Health surveillance records will be kept by/at

First aid box(es) is/are kept at

The main office - in the kitchen area

The appointed person(s) / first aider(s) is/are

James Hanson

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

Paula Donnelly

James Hanson

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

# Monitoring

To check our working conditions, and ensure that our safe working practices are being followed

James Hanson - Managing Director

1. To carry out spot checks in each area every 3 months.
2. To investigate all workplace accidents and ill health straight away or as soon as possible after the accident or notification of ill health.

James Hanson - MD

is responsible for investigating accidents

James Hanson MD

is responsible for investigating work-related causes of sickness absences

James Hanson MD

is responsible for acting on investigation findings to prevent a recurrence

## Emergency procedures - fire and evacuation

James Hanson - MD

is responsible for ensuring the fire risk assessment is undertaken and implemented

Escape routes are checked by/every

James Hanson - MD

Fire extinguishers are checked and maintained by/every

Sunhill Vadehra - Building owner

Alarms are tested by/every

3 months

Emergency evacuation will be tested every

3 months